



**Procedures for shareholders to propose a person for election as a director  
(Adopted by the Board on 17<sup>th</sup> February 2012, modified on 16<sup>th</sup> February 2016)**

The following procedures are subject to the Company's articles of association and applicable legislation and regulation.

Pursuant to article 88 of the Company's articles of association, if a shareholder, who is duly qualified to attend and vote at the general meeting convened to deal with appointment or election of director(s), wishes to propose a person (other than a retiring director and the shareholder himself/herself) for election as a director at that general meeting, such shareholder can deposit a notice in writing (signed by the shareholder concerned) of the intention to propose that person for election as a director and also a notice in writing signed by that person of his/ her willingness to be elected at the head office of the Company at Unit 2003, 20th Floor, 100 Queen's Road Central, Central, Hong Kong or at the office of the Company's branch share registrars in Hong Kong, at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (the "Registration Office"). The period for lodging such notice will commence on the day after the dispatch of the notice of the general meeting appointed for such election and end no later than seven (7) days prior to the date of such general meeting, provided that such period shall be at least seven (7) days.

If a shareholder wishes to nominate a person to stand for election as a director (the "Proposal"), the following documents must be validly served on the Secretary of the Company at the head office of the Company or at the Registration Office, namely (i) notice of intention signed by the shareholder concerned to propose a resolution to elect a person as a director (the "Nominated Candidate") at the general meeting; (ii) notice in writing signed by the Nominated Candidate of his/her willingness to be elected; (iii) the Nominated Candidate's information as required to be disclosed under rule 13.51(2) of the Listing Rules; (iv) the Nominated Candidate's written consent to the publication of his/her personal data; and (v) such other information as required by the Listing Rules and the articles of association of the Company from time to time.

Under rule 13.70 of the Listing Rules, the Company is required to provide information about the Proposal in a supplementary circular or by way of an announcement not later than 10 business days before the general meeting. In order for the Nomination Committee and the Board to consider the Proposal and compliance with the said rule 13.70, shareholders are recommended to provide the above required documents at the earliest opportunity and preferably not less than 15 clear business days prior to the general meeting.

Note:

Shareholders may view the details of rules 13.51(2) and 13.70 of Chapter 13 of the Listing Rules at the Stock Exchange's website as follows:

[http://www.hkex.com.hk/eng/rulesreg/listrules/mbrules/documents/chapter\\_13.pdf](http://www.hkex.com.hk/eng/rulesreg/listrules/mbrules/documents/chapter_13.pdf)