XIN HWA HOLDINGS BERHAD
SHAREHOLDERS COMMUNICATION POLICY

1. **Purpose**

1.1 This Policy aims to set out the provisions with the objective of ensuring that shareholders, both individual and institutional ("**Shareholders**") and in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable material information about the Company and its subsidiaries ("**Group**") in order to enable Shareholders to exercise their rights in an informed manner and to allow Shareholders and the investment community to engage actively with the Company.

1.2 For the purpose of this Policy, references to the investment community is intended to include the Company's potential investors as well as analysts reporting and analysing the Company's performance.

2. **General Policy**

2.1 Information shall be communicated to Shareholders and the investment community mainly through the Company's financial reports (quarterly financial reports and annual reports), annual general meetings and other general meetings that may be convened, notices and circulars, announcements made and submitted to Bursa Malaysia Securities Berhad ("**Bursa Securities**") as well as information posted on the Company's website www.xinhwa.com.my

2.2 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the Company's management or Company Secretary.

3. **Communication Strategies**

3.1 Shareholders' Enquiries

- Shareholders should direct their questions about their shareholdings to the Company's Registrar.
- Any enquiry regarding the Group can be conveyed to the following contact numbers and email:

Phone: +607-231 6999 (Hunting Line)
Fax: +607-231 6900
Email: general_info@xinhwa.com.my

3.2 Corporate Communication

- Corporate communication will be provided to Shareholders in plain language and in English.

  Remarks: Corporate communication refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to, annual or quarterly financial reports, notices of meetings, circulars, proxy forms, etc.

3.3 Corporate Website

- A dedicated Investor Relations section is available on the Company's website and information on the website is updated on a regular basis.
- Information released by the Company to Bursa Securities is also posted on the Company's website as soon as practicable. Such information includes financial statements, announcements, circulars and notices of general meetings and associated explanatory documents.
- All press releases / media news issued by the Group will be made available on the Company's website.

3.4 Shareholders' Meetings

- Shareholders are encouraged to participate in general meetings or to appoint proxy / proxies to attend, speak and vote at meetings for and on their behalf if they are unable to attend the meetings.
- Appropriate arrangement for the general meetings shall be in place to encourage Shareholders' participation.
- Members of the Board of Directors, in particular the Chairman and Managing Director, senior management and external auditors will attend annual general meetings to answer Shareholders' questions.