

# HAO WEN HOLDINGS LIMITED

## 皓文控股有限公司

*(Incorporated in the Cayman Islands with limited liability)*

(the “Company”)

### **PROCEDURES FOR SHAREHOLDERS TO PROPOSE A PERSON FOR ELECTION AS A DIRECTOR OF THE COMPANY**

(Updated on 15 February 2018)

#### **1. PROVISIONS IN THE COMPANY’S ARTICLES OF ASSOCIATION**

1.1 The provisions and procedures for a shareholder to propose a person for election as a director of the Company are laid down in article 85 of the Company’s articles of association (the “Articles of Association”).

1.2 Extract of article 85 of the Articles of Association is set out below:

No person other than a Director retiring at the meeting shall, unless recommended by the Directors for election, be eligible for election as a Director at any general meeting unless a Notice signed by a Member (other than the person to be proposed) duly qualified to attend and vote at the meeting for which such notice is given of his intention to propose such person for election and also a Notice signed by the person to be proposed of his willingness to be elected shall have been lodged at the head office or at the Registration Office provided that the minimum length of the period, during which such Notice(s) are given, shall be at least seven (7) days and that (if the Notices are submitted after the despatch of the notice of the general meeting appointed for such election) the period for lodgment of such Notice(s) shall commence on the day after the despatch 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.

#### **2. REQUIREMENTS UNDER THE RULES GOVERNING THE LISTING OF SECURITIES ON GEM OF THE STOCK EXCHANGE OF HONG KONG LIMITED (THE “GEM LISTING RULES”)**

2.1 Pursuant to rules 17.46A and 17.46B of the GEM Listing Rules, the Company shall comply with the following requirements:

- publish an announcement or issue a supplementary circular upon, receipt of a notice from a shareholder to propose a person for election as a director at the general meeting where such notice is received by the Company after publication of the notice of general meeting;
- include in the announcement or supplementary circular the particulars, required under rule 17.50(2) of the GEM Listing Rules, of such person proposed to be elected as a director;
- publish such announcement or supplementary circular not less than 10 business days before the date of the relevant general meeting; and
- assess whether or not it is necessary to adjourn the meeting of the election to give shareholders at least 10 business days to consider the relevant information disclosed in the announcement or supplementary circular.