

NEW WORLD DEVELOPMENT COMPANY LIMITED
(the “Company”)

PROCEDURES FOR SHAREHOLDERS
TO CONVENE EXTRAORDINARY GENERAL MEETINGS
AND
PUTTING FORWARD PROPOSALS AT GENERAL MEETINGS

How to convene an Extraordinary General Meeting (“EGM”)?

- Shareholders representing at least 5% of the total voting rights of all the shareholders of the Company having a right to vote at general meetings can deposit a written request to convene an EGM at the registered office of the Company for the attention of the Company Secretary.
- The written request must state the general nature of the business to be dealt with at the meeting and may include the text of a resolution that may properly be moved and is intended to be moved at the meeting, signed by the shareholders concerned and may consist of several documents in like form, each signed by one or more of those shareholders.
- The request will be verified with the Company’s share registrar and upon its confirmation that the request is valid, the Company Secretary will convene an EGM on behalf of the board of directors by serving sufficient notice in accordance with the statutory requirements or applicable rules or regulations to all the registered shareholders.
- If the request is verified to be not in order, shareholders concerned will be advised of the result and no EGM will be convened.
- If the directors do not within 21 days from the date of the deposit of the request proceed to convene an EGM for a day not more than 28 days after the date on which the notice convening the EGM is given, the shareholders concerned, or any of them representing more than one-half of the total voting rights of all of them, may themselves convene an EGM, but any EGM so convened shall not be held after the expiration of three months after the date on which the directors of the Company become subject to the requirement to call a meeting. The Company will reimburse any reasonable expenses incurred by the shareholders requesting the EGM by reason of the failure of the directors duly to call an EGM.
- Where the request requires the serving of a special notice under the Companies Ordinance, notice of intention has to be given to the Company not less than 28 days before the EGM at which it is moved.

How to put forward proposals at general meetings?

- A request in writing must be made by:
 - (i) shareholders representing at least 2.5% of the total voting rights of all shareholders of the Company having the right to vote at general meeting; or
 - (ii) at least 50 shareholders of the Company having the right to vote at the meeting

to the Company to give to shareholders notice of any resolution which may properly be moved and is intended to be moved at an annual general meeting (“AGM”), or to circulate to shareholders any statement of not more than 1,000 words with respect to the matter referred to in any proposed resolution or the business to be dealt with at any general meeting.

- The written request must be signed by all the shareholders concerned in one or more documents in like form and deposited at the registered office of the Company for the attention of the Company Secretary not less than six weeks before the meeting in the case of a requisition requiring notice of a resolution at AGM, and not less than 7 days before the meeting in the case of requiring circulation of statement.
- the request will be verified with the Company’s share registrar and upon its confirmation that the request is valid, the Company will give notice of the resolution or circulate the statement. The expenses incurred need not be paid by the shareholders if the meeting to which the request relates is an annual general meeting of the Company; and the request is received in time to enable the Company to send a copy of the notice of the resolution or the statement at the same time as it gives notice of the meeting. In other cases, shareholders concerned have to deposit a sum reasonably sufficient to meet the Company’s expenses in regard thereto not later than 7 days before the meeting.
- If the request is verified to be not in order or the shareholders concerned have failed to deposit sufficient money to meet the Company’s expenses for the said purposes, the shareholders concerned will be advised of the result and no action will be taken by the Company in that regard.
- With regard to the procedures for shareholders to propose a person for election as a director at any general meeting, please refer to the document named “Procedures for Shareholders to Propose a Person for Election as a Director” as published on the Company’s website.