



**VTech Holdings Limited**  
*(Incorporated in Bermuda with limited liability)*  
(Stock code: 303)

**Shareholders Communication Policy**

**1. Purpose**

This Policy sets out the provisions for ensuring that the shareholders, both individual and institutional (collectively, “Shareholders”) of VTech Holdings Limited (“VTech” or the “Company”) are provided with ready, equal and timely access to balanced and understandable information about the Company (the “Information”). Its objective is to enable Shareholders to exercise their rights in an informed manner, and to allow them and the investment community<sup>1</sup> to engage actively with the Company.

This Policy takes effect in May 2022 and supersedes the last preceding version issued in September 2019.

**2. General Policy**

- 2.1 The Board shall maintain an on-going dialogue with Shareholders and the investment community.
- 2.2 Shareholders and the investment community will receive the Information mainly in the form of the Company’s financial reports (interim and annual reports), or through annual general meeting(s), and disclosures required by law and regulations and made on VTech website, [www.vtech.com/en](http://www.vtech.com/en).
- 2.3 The Company shall ensure effective and timely dissemination of the Information to Shareholders and the investment community at all times.

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<sup>1</sup> Reference to the investment community in this Policy includes the Company’s potential investors as well as analysts and fund managers reporting and analysing the Company’s performance



### **3. Communication Strategies**

#### **Shareholders' Enquiries**

- 3.1 Shareholders should direct questions about their shareholdings to the Company's Registrar (see paragraph 5.2 for the contact details).
- 3.2 Shareholders and the investment community may, at any time, direct questions or request for publicly available information, and provide comments and suggestions to the Company by email to [investor\\_relations@vtech.com](mailto:investor_relations@vtech.com) or by post by use of the contact details in paragraph 5.3.

#### **Corporate Communications**

- 3.3 Corporate Communications<sup>2</sup> are provided to Shareholders in plain language and in both English and Chinese versions to facilitate their understanding. Shareholders are encouraged to access Corporate Communications electronically via VTech website. Shareholders may change their choice of language (either English and/or Chinese) and means of receipt of Corporate Communications (in hard copy or through electronic means).
- 3.4 Shareholders are encouraged to subscribe the email alert service on VTech website ([www.vtech.com/en/subscribe](http://www.vtech.com/en/subscribe)) in order to receive notification when the Company publishes Corporate Communications on its website.

#### **Corporate Website**

- 3.5 A dedicated Investors section is available on VTech website, [www.vtech.com/en/investors](http://www.vtech.com/en/investors). The information on the website is updated on a regular basis.

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<sup>2</sup> Corporate Communications refer to any document issued or to be issued by the Company for the information or action of holders of any of its securities. These include but are not limited to the directors' report and annual accounts together with a copy of the auditor's report, notice about significant changes in the Company's constitutional documents, the interim report, notice of meeting, circular and proxy form



- 3.6 The information released by the Company to The Stock Exchange of Hong Kong Limited will be posted on VTech website as soon as practicable after their release. Such information includes financial reports, results announcements, circulars, notices of general meetings and other regulatory disclosures.
- 3.7 All presentation materials provided in conjunction with the Company's results announcements each year will be made available on VTech website as soon as practicable after their release.
- 3.8 Press releases issued by the Company will be made available on VTech website.

### **Webcasts**

- 3.9 Webcasts of the Company's interim and annual results briefings are made available on VTech website.

### **Shareholders' Meetings**

- 3.10 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.
- 3.11 Appropriate arrangements for the annual general meetings are put in place to encourage Shareholders' participation.
- 3.12 The Company monitors the process of its general meetings on a regular basis, and if necessary, it will make changes to ensure that Shareholders' needs are best served.
- 3.13 Board members, including the Chairman and the chairman of Board committees, key senior executives and the external auditors will attend annual general meetings to answer Shareholders' questions.

### **Investment Community Communications**

- 3.14 In order to facilitate communication between the Company, Shareholders and the investment community, the Chairman, executive directors, key senior executives and the Head of Corporate Marketing of the Company meet with institutional shareholders,



investors and analysts regularly. This communication takes the form of investors/analysts briefings, one-on-one meetings, roadshows (both domestic and international) and investment conferences.

- 3.15 The dedicated management personnel who have contacts and dialogues with analysts and investors are required to comply with the disclosure obligations and requirements under the Company's Continuous Disclosure Policy.

#### **4. Review of the Policy**

The Company will review this Policy annually to ensure its effectiveness and reflect current best practice. Its review of the effectiveness of the Policy conducted during the year (including how it arrives at the conclusion) will be reported in its Corporate Governance Report.

#### **5. Contact Details**

- 5.1 Any question regarding this Policy shall be directed to the Head of Corporate Marketing of the Company. The contact details of VTech are available on the Contact Us section of VTech website.

- 5.2 The contact details of VTech's Registrar are available on the Investor section of VTech website, [www.vtech.com/en/investors/stock-information](http://www.vtech.com/en/investors/stock-information).

- 5.3 The email address and the postal address of the Corporate Marketing Department of the Company are:

Email: [investor\\_relations@vtech.com](mailto:investor_relations@vtech.com)

Postal address: Corporate Marketing Department

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New Territories

Hong Kong

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