Lap Kei Engineering (Holdings) Limited
立基工程(控股)有限公司
(incorporated in the Cayman Islands with limited liability)
(Stock Code: 8369)

Shareholders Communication Policy

1. Introduction

1.1. This policy aims to set out the principles of Lap Kei Engineering (Holdings) Limited (the "**Company**") in relation to the shareholders' communications, with the objective of ensuring timely, transparent and accurate communications between the shareholders of the Company (the "**Shareholders**") and the Company.

1.2. In general, information is communicated to the Shareholders mainly through the Company's interim reports, annual reports and where applicable, quarterly reports, general meetings, as well as the corporate communications and publications published on the website of The Stock Exchange of Hong Kong Limited ("**HKEx**") (www.hkexnews.hk) and on the Company's website (www.lapkeieng.com).

2. Communication with Shareholders

Shareholders' Meetings

2.1. The annual general meetings and other general meetings of the Company are the primary communication forum between the Company and the Shareholders. Shareholders are encouraged to participate in general meetings physically or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend.

2.2. Notices of the general meetings, related circulars and forms of proxy are provided within a prescribed time prior to the general meetings on HKEx's website (www.hkexnews.hk) and the Company's website (www.lapkeieng.com) and by post to the Shareholders.

2.3. Board members, in particular, the chairman of the Board committees or their delegates, appropriate senior executives and external auditor will attend the general meetings to answer the Shareholders' questions.

2.4. The chairman of the general meetings will propose to vote the resolutions (except

resolutions which relate purely to procedural or administrative matters) by poll in accordance with the Articles of Association of the Company. Scrutineer will be appointed for the vote-taking at the general meetings and the voting results will be published on the HKEx's website (www.hkexnews.hk) and the Company's website (www.lapkeieng.com) subsequent to the close of the general meetings

Corporate Communications

2.5. Corporate Communications, as defined in the Rules Governing the Listing of Securities on the Growth Enterprise Market on the HKEx, includes (i) the directors' report and the annual accounts together with a copy of the auditor's report, (ii) the half-year report, (iii) the quarterly report, (iv) a notice of meeting, (v) a listing document, (vi) a circular, and (vii) a proxy form.

2.6. Shareholders can elect to receive the Corporate Communications in the printed form or through electronic means and in the language(s) selected (either English or Chinese or both). Shareholders who have elected to receive the Corporate Communications by electronic means have the right to obtain printed copies of the Corporate Communications free of charge.

2.7. Shareholders are encouraged to provide their up-to-date contact details to the Hong Kong share registrar of the Company in order to facilitate timely and effective communications.

Company's Website (www.lapkeieng.com)

2.8. The Company's website provides the Shareholders with corporate information on the Company and its subsidiaries ("**Group**"). It also provides information on corporate governance of the Group and the compositions and functions of the board of directors and the board committees of the Company.

2.9. In addition to the "Investor Relations" section in which Corporate Communications of the Company are posted as soon as practicable following their release on the HKEx's website (www.hkexnews.hk), press releases and newsletters issued by the Company from time to time are also available on the Company's website to facilitate communication between the Company, Shareholders and investment community.

2.10. Information on the Company's website is updated on a regular basis.

3. Communication with the Company

3.1. Shareholders may raise questions, request for publicly available information and provide comments and suggestions to the directors and management of the Company. Such questions, requests, comments and suggestions can be addressed to the Company by post to Room 6, 6/F, Block B, Tonic Industrial Centre, 19 Lam Hing Street, Kowloon Bay, Hong Kong or via telephone at (852) 2798 8210.

3.2. Shareholders should direct their enquiries about their shareholdings to the Company's Hong Kong share registrar by post to Level 22, Hopewell Centre, 183 Queen's Road East, Hong Kong or via telephone at (852) 2980 1333.

3.3. Shareholders may at any time make a request for the Company's information to the extent such information is publicly available.

4. Shareholders' Privacy

The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by the HKEx, the Securities and Futures Commission or applicable laws and regulations to do so.