

Suoxinda Holdings Limited

索信达控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(the “Company”)

(Stock Code: 3680)

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

Adopted by the board of directors of the Company on 15 November 2019
with effect from 13 December 2019

1. PROVISIONS IN THE ARTICLES OF ASSOCIATION OF THE COMPANY

1.1 The provisions for a shareholder to propose a person for election as a director of the Company are set out in Article 85 of the Amended and Restated Articles of Association of the Company (the “**Articles**”).

1.2 Extract of Article 85 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 Registered 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.”

1.3 The addresses of the head office and the registered office are as follows:

Head Office and principal place of business of the Company in the PRC

1301A, Microprofit Building
Hi-Tech Industrial Park
Nanshan District
Shenzhen, the PRC

Registered Office of the Company

Cricket Square
Hutchins Drive
P.O. Box 2681
Grand Cayman, KY1-1111
Cayman Islands

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

- 2.1 If the notice from a shareholder of the Company (the “**Shareholder**”) to propose a person for election as a director of the Company at the general meeting where such notice is received by the Company before publication of the notice of general meeting, the Company shall disclose in the notice or accompanying circular of the relevant general meeting details required under Rule 13.51(2) of the Listing Rules of such person proposed to be elected as a director pursuant to Rule 13.74 of the Listing Rules.
- 2.2 If the notice from a Shareholder to propose a person for election as a director of the Company at the general meeting where such notice is received by the Company after publication of the notice of general meeting, pursuant to Rule 13.70 of the Listing Rules, the Company shall:
- publish an announcement or issue a supplementary circular upon receipt of such notice;
 - include in the announcement or supplementary circular the particulars of such person proposed to be elected as a director required under Rule 13.51(2) of the Listing Rules; and
 - assess whether or not it is necessary to adjourn the meeting of the election to give Shareholders at least 10 business days (as defined in the Listing Rules) to consider the relevant information disclosed in the announcement or supplementary circular.

3. PROCEDURES FOR SHAREHOLDERS TO PROPOSE A PERSON FOR ELECTION AS A DIRECTOR

- 3.1 If a Shareholder wishes to propose a person (the “**Candidate**”) for election as a director of the Company at a general meeting, he/she shall deposit a written notice (the “**Notice**”) at the Company’s head office at 1301A, Microprofit Building, Hi-Tech Industrial Park, Nanshan District, Shenzhen, the PRC, at least seven (7) days prior to the date of the general meeting (attention to: the board of directors of the Company).
- 3.2 The Notice (i) must include the personal information of the Candidate as required by Rule 13.51(2) of the Listing Rules; and (ii) must be signed by the Shareholder concerned and signed by the Candidate indicating his/her willingness to be elected and consent of publication of his/her personal information.
- 3.3 If the Notice(s) 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. In any event, the minimum length of the period during which any Notice to be given shall be at least seven (7) days.
- 3.4 In order to give the Shareholders sufficient time to review the proposal of the election of the Candidate as a director of the Company, Shareholders are encouraged to lodge the Notice as early as practicable.

Shareholders who have enquiries about the above procedures may write to the board of directors of the Company at 1301A, Microprofit Building, Hi-Tech Industrial Park, Nanshan District, Shenzhen, the PRC.

Note: If there is any inconsistency between the English and Chinese versions of this document, the English version shall prevail.