

SINO GAS HOLDINGS GROUP LIMITED

中油洁能控股集团有限公司

(Incorporated in the Cayman Islands with limited liability)

SHAREHOLDERS' COMMUNICATION POLICY (THE "POLICY")

1. Purpose

- 1.1 This Policy aims to set out the provisions with the objective of ensuring that shareholders of Sino Gas Holdings Group Limited ("**Company**"), both individual and corporate (collectively, "**Shareholders**"), and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments and governance), in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage actively with the Company.
- 1.2 For the purpose of this Policy, references to the investment community are intended to include the Company's potential investors as well as analysts reporting and analyzing the Company's performance.

2. General Policy

- 2.1 The board (the "**Board**") of directors of the Company shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and the investment community mainly through the Company's financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited ("**Stock Exchange**") and its corporate communications on the Company's website.
- 2.3 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the executive directors of the Company.

3. Communication Channels

Shareholders' or Investors' Enquiries

- 3.1 Shareholders should direct their questions about their shareholdings to the Company or the Company's share registrar.
- 3.2 Shareholders and the investment community may at any time make a request for the Company's information to the extent such information is publicly available.

- 3.3 Shareholders and the investment community shall be provided with designated contacts, correspondence addresses, email addresses and enquiry lines in order to enable them to make any query in respect of the Company.

Corporate Communication

- 3.4 “Corporate communication” refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including, but not limited to, annual reports, the interim reports, notices of meeting, circulars and proxy forms. They will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding.

Corporate Website

- 3.5 A dedicated investor relations section is available on the Company’s website www.sinogasholdings.com. Information on the Company’s website is updated on a regular basis.
- 3.6 Information released by the Company to the Stock Exchange is also posted on the Company’s website simultaneously or immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents.
- 3.7 All press releases issued by the Company will be made available on the Company’s website.

Shareholders’ Meetings

- 3.8 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.
- 3.9 Appropriate arrangements for the general meetings shall be in place to encourage Shareholders’ participation.
- 3.10 The process of the Company’s general meetings will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders’ needs are best served.
- 3.11 Board members, in particular, the chairmen of Board committees or their delegates, appropriate management executives and external auditors will use all reasonable efforts to attend annual general meetings to answer Shareholders’ questions.

Investment Market Communications

- 3.12 Investors’/analysts’ briefings and one-on-one meetings, media interviews, etc. will be available on a regular basis in order to facilitate communication between the Company, Shareholders and the investment community.

3.13 The Company's directors and employees who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with the disclosure obligations and requirements under the Company's corporate disclosure policy.

4. Shareholder Privacy

4.1 The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' personal data without their consent, unless required by law to do so.

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

November 2018

SINO GAS HOLDINGS GROUP LIMITED

中油洁能控股集团有限公司

(于开曼群岛注册成立的有限公司)

股东通讯政策(“本政策”)

1. 目的

- 1.1 本政策旨在刊载相关条文，目的为确保中油洁能控股集团有限公司(“本公司”)股东，包括个人及企业股东(统称“股东”)以及，在适用情况下，整体投资社群，可获提供现成的，公平的和及时的渠道以知悉有关本公司全面的及容易理解的资讯(包括其财务表现、策略目标及计划、重大发展及管治)，以让股东能在知情的情况下行使彼等的权利，以及让股东及投资团体积极地与本公司沟通。
- 1.2 就本政策而言，提述投资团体拟包括本公司的潜在投资者，以及报告及分析本公司表现的分析师。

2. 一般政策

- 2.1 本公司董事会(“董事会”)将与股东及投资团体持续保持沟通，并将定时检讨本政策以确保其有效性。
- 2.2 资讯主要通过本公司的财务报告(中期及年度报告)、周年股东大会及其他可能召开的股东大会，传达予股东及投资团体；公司资料亦可从所有向香港联合交易所有限公司(“联交所”)作出的披露，以及本公司网站的企业通讯取得。
- 2.3 本公司须确保在所有时候能向股东及投资团体有效和及时地传送资料。任何有关本政策的疑问应向本公司执行董事提出。

3. 通讯渠道

股东或投资者的查询

- 3.1 股东应就有关彼等的持股问题向本公司或本公司的股份登记处提出。
- 3.2 股东及投资团体可随时要求获取本公司的资料(在该等资料已为公众所知的范围下)。
- 3.3 股东及投资团体应获指明的沟通方式、通讯地址、电邮地址及查询电话，以便他们能向本公司作出查问。

公司通讯

- 3.4 「公司通讯」指本公司发出或将予发出以供其任何证券的持有人参照或采取行动的任何文件，其中包括但不限于年度报告、中期报告、会议通告、通函及委派代表书。这些文件将以浅白语言书写及中英对照以便股东理解。

公司网站

- 3.5 本公司网站 www.sinogasholdings.com 设有投资者关系一节。本公司网站的材料将定时更新。
- 3.6 本公司发送予联交所的资料亦同步或稍后迅速在本公司网站刊载。此等资料包括财务报表、业绩公告、通函及会议通告，以及相关的解释文件。
- 3.7 由本公司刊发的所有媒体通讯将在本公司网站刊登。

股东会议

- 3.8 本公司鼓励股东参与股东大会，或如他们未能出席，指派代表出席及代表他们于会上投票。
- 3.9 本公司应提供适当的会议安排以鼓励股东的参与。
- 3.10 本公司股东大会的程序将被监察及定期检讨，以及，如有需要，作出变更以就股东的需要作出最妥善的处理。
- 3.11 董事会成员，尤其是各董事委员会主席或彼等的代表，适当的管理人员及外部核数师应尽量确保能参与周年股东大会以解答股东的疑问。

投资市场沟通

- 3.12 本公司将定期举行投资者/分析师通报会及单对单会议，以及传媒会面等，以便利本公司与股东及投资团体的沟通。
- 3.13 本公司与投资者、分析师、传媒或其他外方接解或沟通的董事及雇员，应按本公司的企业披露政策，遵守有关披露责任及规定。

4. 股东私隐

- 4.1 本公司知悉股东私隐的重要性，除非在法律规定的情况下，在没有股东同意的情况下，不会披露股东的个人资料。

附注：如本文件中英文版本有任何歧异，概以英文版本为准。

2018年11月