



TIMELESS SOFTWARE LIMITED

天時軟件有限公司

(incorporated in Hong Kong with limited liability)

(Stock code: 8028)

SHAREHOLDERS COMMUNICATION POLICY

(Adopted by the Company on 20 June 2022 with retrospective effect from 1 January 2022)

PURPOSE

1. This Policy sets out the provisions with the aim to provide to the shareholders (the “**Shareholders**”) of Timeless Software Limited (the “**Company**”) with ready, equal and timely access to balanced and understandable information about the Company, in order to enable them to make informed assessments of the Company, and to allow Shareholders to engage actively with the Company.

GENERAL POLICY

2. The board of directors of the Company (the “**Board**”) shall maintain an on-going dialogue with Shareholders.
3. Information shall be timely and effectively disseminated to Shareholders mainly through the Company’s announcements, results announcements, annual, interim and quarterly 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 (“**HKEx**”) and the Company’s corporate communications and other corporate publications on the Company’s website.
4. Any question regarding this Policy shall be directed to the Chairman of the Board or the Company Secretary.

COMMUNICATION STRATEGIES

5. Shareholders who have any query in respect of the Company, and comments and suggestions to Directors or management of the Company should contact the Chairman of the Board by email or write to the Company at:

Timeless Software Limited
Room 2208, 118 Connaught Road West
Hong Kong
Email: info@timeless.com.hk
Facsimile: (852) 2527 5052

CORPORATE COMMUNICATIONS

6. Corporate Communications, which refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company’s securities,

including, but not limited to, the directors' report and annual accounts together with a copy of the auditor's report, the annual, interim and quarterly reports, notice of meeting, circular and proxy form, will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding. Shareholders have the right to choose the language (either English or Chinese) or means of receipt of the Corporate Communications (in hard copy or through electronic means).

7. Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

CORPORATE WEBSITE

8. There is a wide range of information about the Company and its operations and Corporate Communications and related policies available on the Company's website www.timeless.com.hk.
9. Information released by the Company to the HKEx is also posted on the Company's website immediately thereafter. Such information includes financial statements, announcements, results announcements, circulars and notices of general meetings and other documents as required by the rules governing the listing of securities on GEM of the Stock Exchange of Hong Kong Limited as amended from time to time and any other relevant laws and regulations. The aforesaid shall be maintained on the Company's website for at least 5 years from the date of publication.

GENERAL MEETINGS

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.
11. Appropriate arrangements for the general meetings shall be in place to encourage Shareholders' participation. The Chairman will allow relevant questioning.
12. 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.
13. Board members, in particular, either the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

SHAREHOLDERS' PRIVACY

14. The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.

REVIEW OF THIS POLICY

15. The Board will review this Policy at least annually to ensure its continued effectiveness.

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