Form Filling Guide
Cash Dividend Announcement Form

<u>General points to note</u>

- Issuers would need to download Adobe Acrobat Reader DC on a PC for viewing and completing the Announcement Forms. Mobile devices such as tablets and mobile phones are not supported.

- Issuer must complete both English and Chinese versions of this Announcement Form. Please use traditional Chinese characters when completing the Chinese version of this Announcement Form. When the Issuer inputs a non-text field in any one language, the corresponding field in the other language will be auto-filled.

- The fields marked with <*> are mandatory.

Part 1. Disclaimer

1. This is the disclaimer from Hong Kong Exchanges and Clearing Limited and The Stock Exchange of Hong Kong Limited. **Please do not edit the text in this field.**

Disclaimer
Hong Kong Exchanges and Clearing Limited and The Stock Exchange of Hong Kong Limited take no responsibility for the contents of this announcement, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arisen from or in reliance upon the whole or any part of the contents of this announcement.

Part 2. Cash Dividend Announcement

2. Select the instrument from the dropdown list. <*>

Cash Dividend Announcement for Equity Issuer	
Instrument	Equity issuer ▾
Issuer name	Equity issuer
	Collective investment scheme
Stock code	Hong Kong Depository Receipt ("HDR")

3. Input issuer name and stock code. <*>

Issuer name	XYZ Company Limited
Stock code	99999

4. If the issuer's securities are traded in multiple counters, input the multi-counter stock code and its trading currency (e.g. an issuer with stock code XXX may have a Renminbi counter with stock code 80XXX). Issuer may input up to 10 multi-counter stock codes with different currency. Please click ⊞ if additional fields are required.

Multi-counter stock code and currency	80899 ▾ Counter +
Other related stock code(s) and name(s)	☐ Not appli HKD ▲
	RMB
	USD
	stock code AUD ther related stock code +
	CAD
Title of announcement	CHF
	EUR
Announcement date	GBP
Status	ILS ▼ ▾

5. To remove extra fields, please click ⊟ .
6. Tick the box 'Not applicable' if there is no multi-counter stock code and currency.

Multi-counter stock code and currency	☑ Not applicable

7. Input other related stock code and name if applicable (e.g. offshore preference shares with stock code 44XXX). Issuer may input up to 10 other related stock codes and name. Please click ⊞ if additional fields are required.

Other related stock code(s) and name(s)	44530	Offshore preference shares	+
	stock code	name of other related stock code	−

8. To remove extra fields, please click ⊟ .

9. Tick the box 'Not applicable' if there is no other related stock code and name.

Other related stock code(s) and name(s)	☑ Not applicable

10. Input title of announcement. <*> [Character limit: 500 characters including space]

Title of announcement	Dividend declared for the twelve-month period ended 31 December 2020

11. Select the announcement date from the calendar by clicking ▾ . <*>

Announcement date		
Status		▾
Information relating to the dividend		
Dividend type		▾

March 2021 calendar shown:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Announcement date	30 March 2021

12. Select the announcement status from the dropdown list: <*>
    a. For newly proposed or declared dividend, the Issuer should select "New announcement";

Status		▾
	New announcement	
Information relating to the dividend	Update to previous announcement	
	Withdrawal of proposed dividend	

    b. If the Issuer would like to update or supplement any information on the proposed or declared dividend previously disclosed, the Issuer should select "Update to previous announcement" and input the reason for the update/change in the corresponding field <*> [Character limit: 1,000 characters including space]; and

Status	Update to previous announcement ▾
Reason for the update / change	

    c. If the Issuer would like to cancel or withdraw any proposed or declared dividend previously disclosed, the Issuer should select "Withdrawal of proposed dividend" and input the reason for the update/change in the corresponding field. **Please note that this field is solely used for the cancellation or withdrawal of the previously proposed or declared dividend and not for the cancellation or withdrawal of the related Announcement Form**. If the Issuer would like to cancel any previously published Announcement Form, please refer to the section "Exception scenario handling" in the FAQ. <*> [Character limit: 1,000 characters including space]

Status	Withdrawal of proposed dividend ▾
Reason for the update / change	

Part 3. Information relating to the dividend

13. Select the dividend type from the dropdown list. <*>

Information relating to the dividend	
Dividend type	| ▾
Dividend nature	First Quarter
	Second Quarter
For the financial year end	Third Quarter
	Fourth Quarter
Reporting period end for the dividend declared	Interim (Semi-annual)
	Final
	Other

14. If "Other" is selected (refer to Step 13 above), input the type of the other dividend.

Dividend type	Other ▾
	Monthly Dividend

15. Select the nature of the dividend from the dropdown list. <*>

Dividend nature	▾
For the financial year end	Ordinary
	Special

16. Select the financial year end from the calendar by clicking ▾.

For the financial year end	☐ Not applicable	
Reporting period end for the dividend declared	☐ Not applicable	October, 2021
	☐ To be announced	
For the financial year end	29 October 2021	

17. Select the reporting period end for the dividend declared from the calendar by clicking ▾.

Reporting period end for the dividend declared	☐ Not applicable	
Dividend declared	☐ To be announced	October, 2021
	▾ per sh	
Reporting period end for the dividend declared	29 October 2021	

18. Tick the box 'Not applicable' if the financial year end is not applicable. For example, a special dividend declared followed by a completion of a disposal conducted by an issuer.

For the financial year end	☑ Not applicable

19. Tick the box 'Not applicable' if the reporting period end for the dividend declared is not applicable.

Reporting period end for the dividend declared	☑ Not applicable

20. Select the currency in which the dividend is declared from the dropdown list and input the amount of the dividend declared.

Dividend declared	EUR ▾	0.06	per	1	share
Date of shareholders' approval	HKD ▲ RMB USD AUD CAD CHF EUR GBP ILS ▼	pplicable	☑ To be announced		
Information relating to Hong Kong sha		**er**			
Default currency and amount in which the dividend will be paid		announced HKD ▾		per 1	share
Exchange rate		announced EUR 1 : HKD			

21. Tick the box 'To be announced' if the amount of the dividend declared will be announced afterwards.

	☑ To be announced
Dividend declared	☐

22. Select the date of approval from the calendar by clicking ▾.

Date of shareholders' approval	☐ Not applicable	☐ To be announce	◄		April 2021			►	
Information relating to Hong Kong share register			Sun Mon Tue Wed Thu Fri Sat						
Default currency and amount in which the dividend will be paid	☐ To be announced HKD ▾	p	28 29 30 31 1 2 3						
			4 5 6 7 8 9 10						
			11 12 13 14 15 16 17						
Exchange rate	☐ To be announced EUR 1 : HKD		18 19 20 21 22 23 24						
			25 26 27 28 29 30 1						
			2 3 4 5 6 7 8						

Date of shareholders' approval	16 April 2021

23. Tick the box 'Not applicable' if the declaration is not subject to shareholders' approval.

Date of shareholders' approval	☑ Not applicable	☐ To be announced

24. Tick the box 'To be announced' if the date of approval will be announced afterwards.

Date of shareholders' approval	☐ Not applicable	☑ To be announced

Part 4. Information relating to Hong Kong Share Register/ Unit Register/ HDR Register

25. Select the default currency in which the dividend will be paid from the dropdown list and input the amount of the dividend to be paid in such currency.

Information relating to Hong Kong share register				
Default currency and amount in which the dividend will be paid	HKD| ▾	0.5196 per	1	share
Exchange rate	HKD ▲ RMB	announced EUR 1 : HKD		
Ex-dividend date	USD AUD	announced		
Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend	CAD CHF EUR GBP	announced	e.g. 16:30	
Book close period	ILS ▼	pplicable ☐ To be announced From	to	

26. Tick the box 'To be announced' if the default currency and amount in which the dividend will be paid will be announced afterwards.

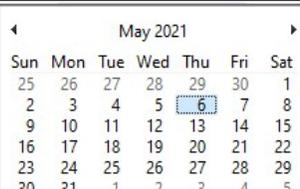| Default currency and amount in which the dividend will be paid	☑ To be announced HKD ▾		per	1	share

5

27. If the declared currency (refer to Step 18) is different from the default currency (refer to Step 23), input the exchange rate.

Exchange rate	EUR 1 : HKD 9.09

28. Tick the box 'To be announced' if the exchange rate will be announced afterwards.

Exchange rate	☑ To be announced

29. Select the ex-dividend date from the calendar by clicking ▾.

Ex-dividend date	☐ To be annou
Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend	☐ To be annou
Book close period	☐ Not applicab

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Ex-dividend date	06 May 2021

30. Tick the box 'To be announced' if ex-dividend date will be announced afterwards.

Ex-dividend date	☑ To be announced

31. Select the latest date for lodging transfer documents for registration for determining entitlement to the dividend from the calendar by clicking ▾ and input the time (in the format of HH:MM).

Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend	☐ To be an
Book close period	☐ Not appl
Record date	☐ To be an
Payment date	☐ To be an

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend	07 May 2021 16:30

32. Tick the box 'To be announced' if the latest date and time for lodging transfer documents for registration will be announced afterwards.

Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend	☑ To be announced

33. Select the book close period from the calendar by clicking ▾.

Book close period	☐ Not applicable ☐ To be announc
Record date	☐ To be announced
Payment date	☐ To be announced
	Registrar name

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Book close period	From 10 May 2021 to 10 May 2021

34. Tick the box 'Not applicable' if there is no book close period.

Book close period	☑ Not applicable ☐ To be announced

35. Tick the box 'To be announced' if the book close period will be announced afterwards.

Book close period	☐ Not applicable ☑ To be announced

36. Select the record date from the calendar by clicking ▼ .

Record date	☐ To be annou	◄	May 2021				►
Payment date	☐ To be annou	Sun Mon Tue Wed Thu Fri Sat					
		25 26 27 28 29 30 1					
	Registrar name	2 3 4 5 6 7 8					
		9 10 11 12 13 14 15					
		16 17 18 19 20 21 22					
	Address line 1	23 24 25 26 27 28 29					
		30 31 1 2 3 4 5					

Record date	10 May 2021

37. Tick the box 'To be announced' if the record date will be announced afterwards.

Record date	☑ To be announced

38. Select the payment date from the calendar by clicking ▼ .

Payment date	☐ To be annou	◄	May 2021				►
	Registrar name	Sun Mon Tue Wed Thu Fri Sat					
		25 26 27 28 29 30 1					
		2 3 4 5 6 7 8					
	Address line 1	9 10 11 12 13 14 15					
		16 17 18 19 20 21 22					
	Address line 2	23 24 25 26 27 28 29					
		30 31 1 2 3 4 5					

Payment date	24 May 2021

39. Tick the box 'To be announced' if the payment date will be announced afterwards.

Payment date	☑ To be announced

40. Input the registrar name and address and select the country/region from the dropdown list.
<*>

Share registrar and its address	ABC Share registrar Limited
	Room 1, 10/F
	Hong Kong Centre
	Hong Kong Road
	Address line 4
	District
	Hong Kong

Country / Region
Hong Kong
China (Mainland)
Macau
Afghanistan
Åland Islands
Albania

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Part 5. Information relating to Withholding Tax

41. Tick the box 'Not applicable' if there is no applicable withholding tax arrangement or requirement for the dividend declared.

Information relating to withholding tax	
Details of withholding tax applied to the dividend declared	☑ Not applicable ☐ To be announced

42. Tick the box 'To be announced' if details of the withholding tax arrangement will be announced afterwards.

Information relating to withholding tax	
Details of withholding tax applied to the dividend declared	☐ Not applicable ☑ To be announced

43. Input the withholding tax rate, the country of domicile, and whether or not the tax deducted is claimable. [Character limit: 5,000 characters including space]

After that, select the type of shareholders/ unitholders/ HDR holders subject to the withholding tax arrangement from the dropdown list, input the applicable withholding tax rate and other relevant information if any. Issuer may input up to 10 types of shareholders or different withholding tax arrangement. Please click ⊞ if additional fields are required.

Information relating to withholding tax			
Details of withholding tax applied to the dividend declared	☐ Not applicable ☐ To be announced		
	7.9%, China, Yes		
	Type of shareholders	Tax rate	Other relevant information (if any)
	| ▼	10%		⊞
	Enterprise - resident Enterprise - non-resident Individual - resident Individual - non-resident Others (please specify:)			⊟
Information relating to listed warrants / c...	...by the issuer		

44. To remove extra fields, please click ⊟ .

45. If 'Other' is selected for the type of shareholders/ unitholders/ HDR holders, input the nature of the other type of shareholders/ unitholders/ HDR holders.

Details of withholding tax applied to the dividend declared	7.9%, China, Yes		
	Type of shareholders	Tax rate	Other relevant information (if any)
	Others (please specify:) ▼			⊞
	Preferred shareholders	10%		
	▼			⊟

Part 6. Information relating to Listed Warrants/ Convertible Securities issued by the Issuer

46. Input name of listed warrants/ convertible securities and stock code. [Character limit: 1,000 characters including space]
    After that, select the latest date for the holders to exercise their conversion rights from the

    calendar by clicking [▾] and input the time (in the format of HH:MM).

Information relating to listed warrants / convertible securities issued by the issuer	
Name of listed warrants / convertible securities and stock code	MNO warrants (44531)
Latest time for the holders to exercise their conversion rights in order entitled to the dividend	

◀		May 2021				▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Other information

e.g. arrangements relating to any ... ong Kong

Directors of the issuer

Latest time for the holders to exercise their conversion rights in order to be entitled to the dividend	07 May 2021 16:30

47. Tick the box 'Not applicable' if there is no listed warrants/ convertible securities issued by the issuer.

Details of listed warrants / convertible securities issued by the issuer	☑ Not applicable	☐ To be announced

48. Tick the box 'To be announced' if details of the listed warrants/ convertible securities issued by the issuer will be announced afterwards.

Details of listed warrants / convertible securities issued by the issuer	☐ Not applicable	☑ To be announced

Part 7. Other Information

49. If the issuer wishes to supplement any information in the Announcement Form, the issuer may either input in the "Other information" field in this Announcement Form (see the guidelines below) or upload additional documents together with the Announcement Form through the ESS system.

    Input other information if applicable [Character limit: 5,000 characters including space]. Otherwise, tick the box 'Not applicable' if there is no additional information relating to the dividend required to be disclosed.

Other information
Dividend declared for the twelve-month period ended 31 December 2020

Other information	☑ Not applicable

Part 8. Directors of the (Issuer/ Manager for Collective Investment Scheme)

50. Input the details of the directors. <*> [Character limit: 1,000 characters including space]

Directors of the issuer
The Board comprises Mr.A as an executive director; Mr.B , Ms.C and Ms.D as non-executive directors; and Mr. E, Mr. F and Ms. G, as independent non-executive directors.