Form Filling Guide
Cash Dividend with Scrip Option 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.
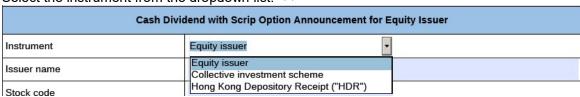
- The fields marked with <*> are mandatory.

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 with Scrip Option Announcement

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

Cash Dividend with Scrip Option 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 of 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	
	stock code USD ther related stock code	[+]
	AUD	
Title of announcement	CAD	
	CHF	
Announcement date	EUR	
	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	2020 Final Results, Dividend and Closure of Register of Members

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

Announcement date		◄	March 2021			►		⬇
Status	New	Sun Mon Tue Wed Thu Fri Sat						⬇
		28 1 2 3 4 5 6						
Information relating to the dividend		7 8 9 10 11 12 13						
		14 15 16 17 18 19 20						
Dividend type		21 22 23 24 25 26 27						⬇
		28 29 30 31 1 2 3						
		4 5 6 7 8 9 10						

Announcement date	26 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		⬇
Information relating to the dividend	New announcement	
	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 calendar
	☐ 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 calendar
	▾ 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	HKD ▾	3.07 per	1	share
Date of shareholders' approval	HKD / RMB	pplicable	☐ To be announced	
Default option	USD / AUD		▾	
Information relating to scrip option	CAD / CHF			
The price for converting cash dividend per scrip share in declared currency	EUR / GBP / ILS	e announced	▾	

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

Dividend declared	☑ To be announced

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

Date of shareholders' approval	☐ Not applicable	☐ To be announced	March 2021						
Default option	⬇		◄						►
Information relating to scrip option			Sun Mon Tue Wed Thu Fri Sat						
The price for converting cash dividend per scrip share in declared currency	☐ To be announced	⬇	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						

Date of shareholders' approval	16 March 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

25. Select the default option from the dropdown list. The default option represents if entitled shareholders do not take any action, the form of the dividends will be distributed to them <*>

Default option	Cash ⬇
Information relating to scrip option	Cash Scrip

Part 4. Information relating to Scrip Option

26. Select the currency in which the dividend was declared from the dropdown list and input the price for converting the cash dividend into a scrip share.

Information relating to scrip option		
The price for converting cash dividend per scrip share in declared currency	HKD ⬇	368
Despatch date of share certificates	HKD ▲ RMB	e announced
First date of dealing in scrip shares	USD AUD	e announced
Partial election of scrip shares	CAD CHF	⬇
Fractional entitlements of scrip shares	EUR GBP ILS ▼	e announced ⬇

27. Tick the box 'To be announced' if the price for converting cash dividend will be announced afterwards.

The price for converting cash dividend per scrip share in declared currency	☑ To be announced	⬇

28. Select the despatch date of share certificates from the calendar by clicking ⬇.

Despatch date of share certificates	☐ To be announced	April 2021						
First date of dealing in scrip shares	☐ To be announced	◄						►
Partial election of scrip shares	⬇	Sun Mon Tue Wed Thu Fri Sat						
Fractional entitlements of scrip shares	☐ To be announced	28 29 30 31 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 1 2 3 4 5 6 7 8						

Despatch date of share certificates	15 April 2021

29. Tick the box 'To be announced' if the despatch date will be announced afterwards.

Despatch date of share certificates	☑ To be announced

30. Select the first date of dealing in the scrip shares from the calendar by clicking ⌄.

First date of dealing in scrip shares	☐ To be announced
Partial election of scrip shares	
Fractional entitlements of scrip shares	☐ To be announced
Information relating to Hong Kong share register	

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1
2	3	4	5	6	7	8

First date of dealing in scrip shares	15 April 2021

31. Tick the box 'To be announced' if the first date of dealing will be announced afterwards.

First date of dealing in scrip shares	☑ To be announced

32. State whether partial election (i.e. qualified shareholders are allowed to elect to receive the dividends partly in cash and partly in scrip form) is available by selecting from the dropdown list. <*>

Partial election of scrip shares	
Fractional entitlements of scrip shares	Yes / No

33. Select how the fractional entitlements will be treated from the dropdown list.

Fractional entitlements of scrip shares	Round down to the nearest whole unit
Information relating to Hong Kong sha	Round down to the nearest whole unit
	Round up any fraction to the nearest whole unit
Default currency and amount in which	Other

34. If 'Other' is selected (refer to Step 31 above), input how the fractional entitlements of scrip shares will be treated. [Character limit: 500 characters including spaces]

Fractional entitlements of scrip shares	Other
	Round up to nearest 10

35. Tick the box 'To be announced' if fractional entitlements arrangements will be announced afterwards.

Fractional entitlements of scrip shares	☑ To be announced

Part 5. Information relating to Hong Kong Share Register/ Unit Register/ HDR Register

36. 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	RMB ▾ 3.07 per 1 share
Exchange rate	RMB 1
Closing date and time for option election	announced e.g. 16:30

HKD
RMB
USD
AUD
CAD
CHF
EUR
GBP
ILS

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37. 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

38. If the declared currency (refer to Step 18) is different from the default currency (refer to Step 34), input the exchange rate.

Exchange rate	HKD 1 : RMB 0.87

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

Exchange rate	☑ To be announced

40. Select the closing date for option election from the calendar by clicking ▾ and input the time (in the format of HH:MM).

Closing date and time for option election	☐ To be an	

◄   March 2021   ►

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

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Closing date and time for option election	08 March 2021 16:30

41. Tick the box 'To be announced' if the closing date and time for option election will be announced afterwards.

Closing date and time for option election	☑ To be announced

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

Ex-dividend date	
Latest time to lodge transfer docu... for registration with share registrar... determining entitlement to the divi...	e.g. 16:30
Book close period	be announced From to

◄   March 2021   ►

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

Ex-dividend date	12 March 2021

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

Ex-dividend date	☑ To be announced

44. 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

March 2021						
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

Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend	15 March 2021 16:30

45. 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

46. 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

March 2021						
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

Book close period	From 16 March 2021 to 17 March 2021

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

Book close period	☑ Not applicable ☐ To be announced

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

Book close period	☐ Not applicable ☑ To be announced

49. Select the record date from the calendar by clicking ⬇.

Record date	☐ To be annou
Payment date	☐ To be annou
	Registrar name
	Address line 1

March 2021						
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

Record date	15 March 2021

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

Record date	☑ To be announced

51. Select the payment date from the calendar by clicking ⬇.

Payment date	☐ To be anno...	
	Registrar name	
	Address line 1	
	Address line 2	
Share registrar and its address		

	April 2021	
	Sun Mon Tue Wed Thu Fri Sat	
	28 29 30 31 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 1	
	2 3 4 5 6 7 8	

Payment date	15 April 2021

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

Payment date	☑ To be announced

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

	ABC Share registrar Limited
	Room 1, 10/F
	Hong Kong Centre
Share registrar and its address	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 6. Information relating to Withholding Tax

54. 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

55. 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

56. 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 / ...	...by the issuer		

57. To remove extra fields, please click [−].

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

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

Part 7. Information relating to Listed Warrants/ Convertible Securities issued by the Issuer

59. 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	
Other information	
e.g. arrangements relating to any	Hong 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

Calendar overlay showing:

◄		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

60. 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

61. 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 8. Other Information

62. 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
2020 Final Results

Other information	☑ Not applicable

Part 9. Directors of the (Issuer/ Manager for Collective Investment Scheme)

63. Input the detail 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.