



**CHEN XING**

**Chen Xing Development Holdings Limited**

**辰興發展控股有限公司**

*(Incorporated in the Cayman Islands with limited liability)*

(hereafter the “**Company**”)

(**Stock Code: 2286**)

## **PROCEDURES FOR SENDING ENQUIRIES TO THE BOARD**

Shareholders may send their enquiries and concerns to the Board of the Company by addressing them to the principal place of business of the Company in Hong Kong at 18/F, Tesbury Centre, 28 Queen’s Road East, Wanchai, Hong Kong by post or email to Ms. Ng Wing Shan at [diana.ng@swcsgroup.com](mailto:diana.ng@swcsgroup.com), for the attention of the company secretary of the Company (the “**Company Secretary**”).

Upon receipt of the enquiries, the Company Secretary will forward:

1. communications relating to matters within the Board’s purview to the executive directors of the Company;
2. communications relating to matters within a Board committee’s area of responsibility to the chairman of the appropriate committee; and
3. communications relating to ordinary business matters, such as suggestions, inquiries and consumer complaints, to the appropriate management of the Company.