



**ON TIME LOGISTICS HOLDINGS LIMITED**  
**先達國際物流控股有限公司**  
*(Incorporated in the Cayman Islands with limited liability)*  
**(Stock code: 6123)**  
**(the “Company”)**

**SHAREHOLDERS’ RIGHTS**

**1. Procedures for shareholders to convene an extraordinary general meeting**

1.1 The following procedures for shareholders (“**Shareholders**”, each a “**Shareholder**”) of the Company to convene an extraordinary general meeting (“**EGM**”) of the Company are prepared in accordance with Article 58 of the articles of association of the Company:

- (1) One or more Shareholders (“**Requisitionist(s)**”) holding, at the date of deposit of the requisition, not less than one tenth of the paid up capital of the Company having the right of voting at general meetings shall have the right, by written notice (“**Requisition**”), to require an EGM to be called by the directors of the Company (“**Directors**”) for the transaction of any business specified therein.
- (2) Such Requisition shall be made in writing to the board (“**Board**”) of Directors or the company secretary of the Company at the following address or email address:

***Principal place of business of the Company in Hong Kong***

Address: Unit 18, 1st Floor  
Sino Industrial Plaza  
9 Kai Cheung Road  
Kowloon Bay  
Hong Kong

Email: [tiffany.wong@chq.ontime-express.com](mailto:tiffany.wong@chq.ontime-express.com)

Attention: the Board of Directors/Company Secretary

- (3) The EGM shall be held within two months after the deposit of such Requisition.
- (4) If the Directors fail to proceed to convene such meeting within twenty-one (21) days of the deposit of such Requisition, the Requisitionist(s) himself (themselves) may do so in the same manner, and all reasonable expenses incurred by the Requisitionist(s) as a result of the failure of the Directors shall be reimbursed to the Requisitionist(s) by the Company.

## 2. Procedures for raising enquiries

- 2.1 Shareholders should direct their questions about their shareholdings, share transfer, registration and payment of dividend to the Company's branch share registrar in Hong Kong, details of which are as follows:

### **Tricor Investor Services Limited**

Address: Level 22, Hopewell Centre, 183 Queen's Road East, Hong Kong

Email: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

Tel: (852) 2980 1333

Fax: (852) 2810 8185

- 2.2 Shareholders may at any time raise any enquiry in respect of the Company at the following designated contacts, correspondence addresses, email addresses and enquiry hotlines of the Company:

Address: Unit 18, 1st Floor, Sino Industrial Plaza, 9 Kai Cheung Road, Kowloon Bay, Hong Kong

Email: [tiffany.wong@chq.ontime-express.com](mailto:tiffany.wong@chq.ontime-express.com)

Tel: (852) 2998 4626

Fax: (852) 3586 7681

Attention: Company Secretary/Board of Directors

- 2.3 Shareholders are reminded to lodge their questions together with their detailed contact information for the prompt response from the Company if it deems appropriate.

## 3. **Procedures and contact details for putting forward proposals at shareholders' meetings**

- 3.1 To put forward proposals at a general meeting of the Company, a Shareholder should lodge a written notice of his/her/its proposal ("**Proposal**") with his/her/its detailed contact information at the Company's principal place of business at Unit 18, 1st Floor, Sino Industrial Plaza, 9 Kai Cheung Road, Kowloon Bay, Hong Kong.
- 3.2 The request will be verified with the Company's branch share registrars in Hong Kong and upon their confirmation that the request is proper and in order and made by a Shareholder, the board of directors of the Company will determine in its sole discretion whether the Proposal may be included in the

agenda for the general meeting to be set out in the notice of meeting.

3.3 The notice period to be given to all the Shareholders for consideration of the Proposal raised by the Shareholder concerned at the general meeting varies according to the nature of the Proposal as follows :

- (a) Notice of not less than 21 clear days and not less than 20 clear business days in writing if the Proposal requires an ordinary resolution or a special resolution of the Company in an annual general meeting of the Company;
- (b) Notice of not less than 21 clear days and not less than 10 clear business days in writing if the Proposal requires approval by way of a special resolution of the Company in an extraordinary general meeting of the Company; and
- (c) Notice of not less than 14 clear days and not less than 10 clear business days in writing if the Proposal requires approval by way of an ordinary resolution of the Company in an extraordinary general meeting of the Company.

10 July 2014