

**MELCO INTERNATIONAL DEVELOPMENT LIMITED**  
**(the “Company”)**

**SHAREHOLDERS COMMUNICATION POLICY**

**1. Purpose**

- 1.1 This Policy aims to set out the provisions with the objective of ensuring that the Company’s shareholders, both individual and institutional (collectively, “**Shareholders**”), and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments etc.) in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage actively with the Company.
- 1.2 For the purpose of this Policy, references to the investment community are intended to include the Company’s potential investors as well as analysts reporting and analyzing the Company’s performance.

**2. General Policy**

- 2.1 The Board shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and the investment community mainly through the Company’s financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures and corporate communications on the Company’s website at [www.melco-group.com](http://www.melco-group.com) and the Hong Kong Stock Exchange’s website at [www.hkex.com.hk](http://www.hkex.com.hk).
- 2.3 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the Company Secretary of the Company or the Head of Corporate Communications.

### **3. Communication Strategies**

#### **Shareholders' enquiries**

- 3.1 Shareholders should direct their questions about their shareholdings to the Company's Share Registrar (Tricor Standard Limited, 17th Floor, Far East Finance Centre, 16 Harcourt Road, Hong Kong).
- 3.2 Shareholders and the investment community may at any time make a request for the Company's information to the extent such information is publicly available.
- 3.3 Shareholders and the investment community are welcome to raise enquiries through the Company's email contact at [info@melco-group.com](mailto:info@melco-group.com) or by mail to the Company Secretary at 38<sup>th</sup> Floor, The Centrium, 60 Wyndham Street, Central, Hong Kong. The Company Secretary or the Head of Corporate Communications will respond to letters, emails and telephone enquiries from the Shareholders and the investment community.

#### **Corporate Communication\***

- 3.4 Corporate communication 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).
- 3.5 Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

#### **Company's Website**

- 3.6 Information on the Company's website [www.melco-group.com](http://www.melco-group.com) is updated on a regular basis.
- 3.7 Information released by the Company to the Hong Kong Stock Exchange is also posted on the Company's website immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents etc.

#### **Shareholders' Meetings**

- 3.8 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.

- 3.9 Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.10 The process of the Company's general meeting will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.11 Board members, in particular, the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

#### **4. Shareholder Privacy**

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

\* Corporate Communication refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including, but not limited to, the directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a circular and a proxy form.

(adopted on 28 March 2012 and revised on 6 March 2023)