

Sunray Engineering Group Limited
新威工程集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 8616)

(the “Company”)

PROCEDURES FOR SHAREHOLDERS
TO PROPOSE A PERSON FOR ELECTION AS A DIRECTOR

The following procedures for a shareholder of the Company to propose a person for election as a director of the Company are prepared in accordance with Rule 17.50C of the Rules (the “**GEM Listing Rules**”) Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and the articles of association of the Company:

1. If a shareholder wishes to propose another person (the “**Candidate**”) for election as a director at a general meeting, he/she should deposit (i) a written notice (the “**Proposal Notice**”) signed by the shareholder of his/her intention to propose the Candidate for election as a director; and (ii) a written notice (the “**Consent Notice**”) signed by the Candidate of his/her willingness to be elected at either of the following addresses during a period, which shall be at least seven days, commencing on the day after the despatch of the notice of the general meeting appointed for such election and ending no later than seven days before the date of such general meeting:

The Company’s head office:

Unit 803-804, 8/F.

Laford Centre

838 Lai Chi Kok Road

Cheung Sha Wan

Kowloon, Hong Kong

Hong Kong share registrar and transfer office:

Tricor Investor Services Limited

Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong

2. The Proposal Notice (i) must contain the information of the Candidate as required by Rule 17.50(2) of the GEM Listing Rules, which is available on the Stock Exchange's website (www.hkex.com.hk); and (ii) must be signed by the shareholder.
3. The Consent Notice (i) must indicate the Candidate's willingness to be elected and consent of the publication of his/her information as required by Rule 17.50(2) of the GEM Listing Rules; and (ii) must be signed by the Candidate.

To enable the shareholders to make an informed decision on the election of the Candidate at a general meeting, the Company shall publish an announcement or issue a supplementary circular as soon as practicable after the receipt of the Proposal Notice and the Consent Notice. The Company shall include particulars of the Candidate in the announcement or the supplementary circular. The Company shall assess whether or not it is necessary to adjourn the meeting for the election to give shareholders at least 10 business days to consider the relevant information disclosed in the announcement or the supplementary circular.

Adopted on 18 March 2020