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福萊特玻璃集團股份有限公司

F G G C . , L .

*(a joint stock company incorporated in the People's Republic of China with limited liability)*

(S : 6865)

## NOTICE OF THE 2023 SECOND SHARE CLASS MEETING

NOTICE IS HEREBY GIVEN

that the 2023 Second Share Class Meeting of Fuyate Glass Group Co., Ltd. will be held on [Date] at [Time] in [Location]. The agenda of the meeting includes [Agenda Item 1], [Agenda Item 2], and [Agenda Item 3]. Shareholders are requested to attend the meeting in person or by proxy. The meeting will be held in Chinese and English. The meeting will be held at [Address]. The meeting will be held at [Time]. The meeting will be held at [Location].

### SPECIAL RESOLUTIONS

The following resolutions were proposed and passed at the meeting:

- [Resolution 1]
- [Resolution 2]
- [Resolution 3]

Notes:

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and accountability in the financial reporting process.

2. The second part of the document outlines the procedures for handling discrepancies. It states that any variance between the recorded amounts and the actual amounts should be investigated immediately. The responsible personnel should identify the cause of the error and take corrective action.

3. The third part of the document discusses the role of the audit committee. It highlights that the committee is responsible for overseeing the financial reporting process and ensuring that it complies with all applicable laws and regulations. The committee should also be kept informed of any significant findings or issues.

4. The fourth part of the document addresses the importance of internal controls. It states that a robust system of internal controls is essential for preventing and detecting errors and fraud. The controls should be designed to ensure the accuracy and completeness of the financial data. Regular reviews and updates of the controls are necessary to maintain their effectiveness.

5. The fifth part of the document discusses the role of management in ensuring the integrity of the financial reporting process. It emphasizes that management is responsible for creating a culture of honesty and ethical behavior. Management should also ensure that all employees are trained on the company's financial reporting policies and procedures.

6. The sixth part of the document discusses the importance of communication. It states that clear and timely communication is essential for ensuring that all stakeholders are informed of the financial reporting process. This includes providing regular updates to the board of directors and other key stakeholders.

7. The seventh part of the document discusses the importance of documentation. It states that all financial reporting activities should be properly documented. This includes maintaining accurate records of all transactions, as well as documenting the results of internal audits and the actions taken to address any findings.

8. The eighth part of the document discusses the importance of training. It states that all employees involved in the financial reporting process should receive regular training. This training should cover the latest developments in financial reporting and the company's specific policies and procedures.