

# **Zai Lab Limited**

*(A company incorporated in the Cayman Islands with limited liability)*  
**(the “Company”)**

## **SHAREHOLDER COMMUNICATION POLICY**

(Adopted by the Board of Directors on June 27, 2022)

### **1. PRINCIPLES**

- 1.1** The Company is committed to providing shareholders of the Company (the “**Shareholders**”) and other stakeholders (including potential investors) with balanced and understandable information about the Company.
- 1.2** The board of directors (the “**Board**”) of the Company is responsible for:
- maintaining an ongoing dialogue with the Shareholders and encouraging them to communicate actively with the Company; and
  - reviewing and reassessing this Shareholder Communication Policy (the “**Policy**”) on a periodic basis.

### **2. PURPOSE**

- 2.1** The Policy aims to:
- promote effective communication with the Shareholders and other stakeholders;
  - encourage the Shareholders to engage actively with the Company; and
  - enable the Shareholders to exercise their rights as shareholders effectively.

### **3. SOURCES OF COMMUNICATION**

#### **3.1 Corporate Communication in Hong Kong**

- 3.1.1** “**Corporate Communication**” as defined under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**HK Listing Rules**”) refers to any document issued or to be issued by the Company for the information or action of the Shareholders, including but not limited to the following documents of the Company: (a) the Company’s annual report, including the directors’ report, annual accounts together with a copy of the auditor’s report and, where applicable, the summary financial

report; (b) the Company's interim report and, where applicable, its summary interim report; (c) any notice of meeting; (d) any listing document; (e) any circular; and (f) any proxy form.

**3.1.2** Corporate Communication of the Company will be published on the website of The Stock Exchange of Hong Kong Limited (the "**Hong Kong Stock Exchange**") at [www.hkex.com.hk](http://www.hkex.com.hk) in a timely manner as required by the HK Listing Rules.

**3.1.3** Corporate Communication will be provided to the Shareholders and non-registered holders of the Company's securities in both English and Chinese versions or where permitted, in a single language, in a timely manner as required by the HK Listing Rules.

### **3.2 Announcements and Other Documents pursuant to the HK Listing Rules**

**3.2.1** The Company shall publish announcements (e.g., on inside information, corporate actions, and transactions) and other documents (e.g., the Company's Memorandum and Articles of Association) on the Hong Kong Stock Exchange's website in a timely manner in accordance with the HK Listing Rules.

### **3.3 Corporate Website**

**3.3.1** Any information or documents of the Company posted on the Hong Kong Stock Exchange's website will also be published on the Company's website at [www.zailaboratory.com](http://www.zailaboratory.com).

### **3.4 Shareholder Meetings**

**3.4.1** The annual general meeting and other general meetings of the Company are the primary forum for communication between the Company and the Shareholders.

**3.4.2** The Company shall provide the Shareholders with relevant information on the resolution(s) proposed at a general meeting in a timely manner in accordance with the HK Listing Rules. The information provided shall include information that the Company deems reasonably necessary to enable the Shareholders to make an informed decision on the proposed resolution(s).

**3.4.3** The Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend the meetings.

**3.4.4** Where appropriate or required, the Chairperson of the Board and other Board members, the chairpersons of board committees or their delegates, and the external auditors should be invited to attend general

meetings of the Company to answer any Shareholder questions.

### **3.5 Shareholder Inquiries**

#### **3.5.1 Inquiries about Corporate Governance or Other Matters to be put to the Board and the Company**

The Board provides to every Shareholder the ability to communicate with the Board, as a whole and with individual directors on the Board, through an established process for Shareholder communication. For a Shareholder communication directed to the Board as a whole, Shareholders may send such communication to the attention of our Corporate Secretary via regular mail or expedited delivery service to: Zai Lab Limited, 314 Main Street, 4th Floor, Suite 100 Cambridge, MA 02142 USA, Attention: Board of Directors c/o Corporate Secretary.

For a Shareholder communication directed to an individual director in his or her capacity as a member of the Board, Shareholders may send such communication to the attention of the individual director via Regular Mail or Expedited Delivery Service to: Zai Lab Limited, 314 Main Street, 4th Floor, Suite 100 Cambridge, MA 02142 USA, Attention: [Name of Individual Director].

Communications will be distributed to the Board, or to any individual director(s) as deemed appropriate, depending on the facts and circumstances outlined in the communications. Items that are unrelated to the duties and responsibilities of the Board may be excluded, such as junk mail and mass mailings, resumes and other forms of job inquiries, surveys, and solicitations or advertisements.

#### **3.5.2 Inquiries about shareholdings of ordinary shares of the Company listed on the Hong Kong Stock Exchange**

Shareholders holding ordinary shares of the Company listed on the Hong Kong Stock Exchange should direct inquiries about their holdings to the Company's Hong Kong share registrar, Computershare Hong Kong Investor Services Limited, by online feedback, a web-based inquiry form ([https://www.computershare.com/hk/en/online\\_feedback](https://www.computershare.com/hk/en/online_feedback)), calling its hotline at +852 2862 8555, or going in person to its public counter at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

*Note: The Shareholders' information may be disclosed as required by law.*

*If there is any inconsistency between the English and Chinese version of this document, the English version shall prevail.*