## CSI Solar Co., Ltd.

## **Administrative System of Insider Registration**

#### **Chapter 1 General Principles**

Article I This System is formulated in order to strengthen the inside information management of CSI Solar Co., Ltd (hereinafter referred to as the Company), do a good job of inside information secrecy, uphold the equity principle of information disclosure and protect the legitimate rights and interests of investors, in accordance with the laws, regulations the business rules such as the Company Law of the People's Republic of China, Securities Law of the People's Republic of China, Administrative Measures on Information Disclosure by Listed Companies and Regulations on Listed Companies' Establishment of the Insider Registration Administrative System, as well as the relevant provisions of the Articles of Association of CSI Solar Co., Ltd (hereinafter referred to as the Articles of Association) and the actual situation of the Company.

**Article II** The inside information registration management work shall be in the charge of the board of directors and organized by the secretary of the board of directors.

Article III Without the approval of the board of directors, no department or individual of the Company shall disclose, report or transmit relevant inside information of the Company and the contents of information disclosure. The reporting and transmitting documents, audios and videos and optical discs as well as other materials involving inside information and contents of information disclosure can be reported and transmitted only after approval of the board of directors.

**Article IV** Directors, supervisors, senior management personnel and departments of the Company shall do a good job of inside information secrecy.

**Article V** Directors, supervisors, senior management personnel and insiders of the Company shall not disclose inside information, conduct insider transactions or cooperate with others in manipulating the securities transaction price.

### **Chapter II Scope of Inside Information**

Article VI The inside information mentioned in this System refers to the information not yet known to the public and involving the Company's business and finance or having significant influence on the market price of the Company's securities. "Not yet known to the public" means that the Company has not publicly disclose the related information officially in the information disclosure journal or on the website designated in the Articles of Association.

**Article VII** The scope of inside information mentioned in this System includes but is not limited to:

- (I) Significant changes to the business policies and business scope of the Company;
- (II) Major investment behaviors and major decisions on purchase of property of the Company;
- (III) The Company's conclusion of major contracts, which may have significant influence on the Company's assets, liabilities, equity and operating results;
- (IV) The Company's major debts and breach of contract due to failure to pay off the major due debts;
- (V) Large deficit or major losses of the Company;
- (VI) Changes to the chairman, more than one third of directors or general manager of the Company;
- (VII) Significant changes to the shareholding condition of the shareholders holding more than 5% of shares in the Company or the control condition of the actual controller of the Company;
- (VIII) Decisions of the Company on reduction of capital, merger, division, dissolution and application for bankruptcy;
- (IX) Major lawsuits or arbitration of the Company, involving an amount of more than RMB 10 million and accounting for more than 1% of the Company's total assets or market value audited recently, cancellation or declaration of avoidance of resolutions of the shareholders' meeting and board meeting of the Company according to law;

- (X) The Company is suspected of crime and investigated by the judicial organ and the director, supervisor or senior management personnel of the Company is suspected of crime and subject to compulsory measures by the judicial organ;
- (XI) Relevant decisions of the board of directors on issuance of new shares or other refinancing plans or equity incentive plans;
- (XII) Plans of the Company for distribution of dividends or increase of capital;
- (XIII) Significant changes to the Company's equity structure;
- (XIV) Significant changes to the Company's debt guarantee;
- (XV) Mortgage, sale or retirement of more than 30% of main operational assets of the Company;
- (XVI) Major liability for damage to be borne according to law, which may be caused by behaviors of the director, supervisor or senior management personnel of the Company;
- (XVII) Relevant plans of the Company for merger and acquisition, reorganization, private placement and signing of major contracts;
- (XVIII) Other important information having significant influence on the securities transaction price in the opinion of the China Securities Regulatory Commission.

#### **Chapter III Scope of Insiders**

**Article VIII** The insiders mentioned in this System refer to the personnel that can obtain inside information directly or indirectly before disclosure of inside information of the Company.

**Article IX** The scope of insiders mentioned in this System includes but is not limited to:

- (I) Directors, supervisors and senior management personnel of the Company;
- (II) Shareholders holding more than 5% of shares in the Company and their directors, supervisors and senior management personnel;
- (III) Personnel that can obtain relevant inside information of the Company due to their posts in the Company;

- (IV) Workers of the securities regulatory authority and other personnel managing issuance and transactions of securities due to statutory duties;
- (V) Personnel that can obtain nonpublic information of the Company because of providing services for the Company, including but not limited to relevant personnel of the sponsor, underwriter, stock exchange, securities registration and clearing institution, securities service agency, law firm, accounting firm and bank;
- (VI) The aforementioned natural personnel's spouses, parents and adult children and children's spouses;
- (VII) Other personnel stipulated by laws, regulations and the China Securities Regulatory Commission.

#### **Chapter IV Insider Registration Management**

**Article X** The Company shall fill out the Insider File (see the annex for the specific format of the file) faithfully and completely before disclosure of inside information, to timely record the phases of negotiation and planning, argument and consulting and contract conclusion, list of insiders in the links of reporting, transmission, formulation, decision-making and disclosure, as well as the time, place, basis and method of knowing inside information and contents of inside information.

**Article XI** The contents of the insider file include but are not limited to the name and identity card number of the insider, contents and phase of inside information, as well as time, place and method of knowing inside information.

**Article XII** The board of directors of the Company shall ensure the authenticity, accuracy and integrity of the insider file, and the chairman is the main responsible person. The secretary of the board of directors is responsible for handling the registration and archival filing matters of insiders of the Company.

The board of supervisors of the Company shall supervise the implementation of the insider registration management system.

Article XIII To study and initiate major issues involving the Company, and in the event of

other matters having significant influence on the stock price of the listed company, the shareholder and actual controller of the Company as well as affiliated party thereof shall fill out the Insider File of the Company.

**Article XIV** When accepting the enstrustment with the securities service business, which has significant influence on the stock price of the Company, the securities company, securities service agency, accounting firm, law firm and other intermediaries shall fill out the *Insider File* of the Company.

**Article XV** acquirer, major asset reorganization counterparty and other initiators of the matters having significant influence on the stock price of the Company shall fill out the Insider File of the Company.

**Article XVI** The subjects stipulated in Article 13 to Article 15 hereof shall deliver the insider file to the Company by stages according to the progress of matters, but the delivery time of complete inside files shall not be later than the time of disclosure of the inside information. The insider file shall be filled out according to the requirements of Article 10 and Article 11 hereof.

The Company shall do a good job in registration of insiders of the known inside information circulation link and summarize insider files of the parties involved in Article 13 to Article 15.

Article XVII If the Company needs to report information to the related administrative department regularly according to the requirements of relevant laws, regulations and policies before disclosure and the department reported to and the contents do not change significantly, the related information may be deemed as the same inside information item, and the Company shall register the name of the administrative department in the same form and register the time of report continuously. Except for the above circumstance, when the inside information is circulated to the administrative department, the Company shall register the name of the administrative department, reason for access to the inside information and time of knowing the inside information in the insider file according to the method of one matter one report.

**Article XVIII** In the event of acquisition, major asset reorganization, issuance of securities, merger, division and share repurchase, except for filling out the Insider File of the Company according to Article 10 and Article 11 hereof, the Company shall prepare a major issue progress memorandum with the contents including but not limited to the key time points in the planning

and decision-making process, list of personnel participating in planing and decision-making and method of planning and decision-making. The Company shall urge relevant personnel involved in the memorandum to sign and confirm the memorandum.

To conduct the above major issues, the Company shall report to the Shanghai Stock Exchange on the insider file and major issue progress memorandum timely after the inside information is disclosed according to law.

**Article XIX** Directors, supervisors, senior management personnel, functional departments, branches and holding subsidiaries of the Company as well as principals of joint-stock companies of the Company, who can exert significant influence, shall do a good job in insider registration management according to this System and inform the Company of the situation of insiders and changes to related insiders.

**Article XX** The Company shall supplement and perfect the insider file information timely. The insider file shall be kept for at least ten years from the date of record (including supplementation and perfection).

## Chapter V Inside Information Secrecy Management and Punishment

**Article XXI** Insiders of the Company shall be responsible for keeping confidential the inside information known to them.

**Article XXII** The Company and its directors, supervisors, senior management personnel and related insiders shall control the range of insiders of inside information to the minimum before disclosure of inside information, and important information documents shall be submitted and kept by the designated personnel.

**Article XXIII** Before disclosure of inside information according to law, the controlling shareholder or actual controller of the Company shall not abuse its shareholder's rights or dominant position and require the Company and its directors, supervisors and senior management personnel to provide it with the inside information.

**Article XXIV** Before disclosure of inside information according to law, the insider shall not trade stocks of the Company, disclose the inside information or suggest others trading stocks of

the Company.

Article XXV The Company shall conduct self-inspection on insiders' trading stocks of the Company and their derivative varieties according to the rules of the China Securities Regulatory Commission and Shanghai Stock Exchange. If the insider is found to conduct insider transactions, disclose inside information or suggest others making use of the inside information for transactions, the Company shall verify the situation, hold relevant personnel responsible according to this System, and submit the related situation and handling result to the securities regulatory bureau within two working days.

Article XXVI If an insider discloses inside information known to him/her or makes use of the inside information to conduct insider transactions, spread false information, manipulate the securities market or conduct fraudulent activities, causing serious impacts or losses to the Company, the Company will punish the related responsible person or require the responsible person to assume compensation liability according to relevant regulations. If the insider is suspected of crime, the Company will transfer the insider to the judicial organ according to law and hold the insider criminally responsible.

**Article XXVII** If the sponsor, securities service agency and its personnel issuing special documents for the Company to fulfill the information disclosure obligation, the shareholder or potential shareholder holding more than 5% of shares in the Company, or the actual controller of the Company discloses information of the Company without authorization, leading to losses to the Company, the Company will reserve the right to hold it responsible.

Article XXVIII If an insider conducts insider transactions or other illegal activities in violation of provisions of this System and thus is punished by the Company, administrative organ or judicial organ, the Company will report to the China Securities Regulatory Commission, securities regulatory bureau and Shanghai Stock Exchange on the punishment result for the record, and meanwhile, make an announcement in the journal and website designated by the Company.

### **Chapter VI Supplementary Provisions**

Article XXIX The term "more than" mentioned in this System shall include this figure.

Article XXX This System shall come into effect from the date of being deliberated and

approved by the board of directors of the Company and the provisions hereof applicable to the

listed company shall be implemented from the date when the company is listed on the science

and technology innovation board of Shanghai Stock Exchange.

Article XXXI Matters not covered in this System shall be implemented in accordance with

relevant laws, regulations, normative documents and the Articles of Association; If contents of

this System are in conflict with the laws, regulations, normative documents or the Articles of

Association, the laws, regulations, normative documents and provisions of the Articles of

Association shall prevail

CSI Solar Co., Ltd

March, 2021

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# CSI Solar Co., Ltd

# **Insider File Registration Form**

## Inside information item:

No.	Name of Insider	ID Card No.	Time of Knowing	Place of	Method of	Contents of	Phase of	Registration	Registrant
			Inside Information	Knowing	Knowing	Inside	Inside	Time	
				Inside	Inside	Information	Information		
				Information	Information				

Abbreviation of the Company:	Code of the Company"
Signature of the legal representative:	Seal of the Company:

#### Instructions:

Please fill out this form completely, and if there are inapplicable items, please fill in "not applicable" or "none". If the administrative department is involved, please register according to the contents required in Article 17 hereof.

The method of filling in the known inside information includes but is not limited to meeting, telephone, fax, written report and email.

To fill in the contents of inside information known by the insider, attached sheets may be added for detailed description according to needs.

The phase of inside information include negotiation and planning, argument and consulting, contract conclusion, internal report of the Company, transmission, preparation and decision-making.

If a company registers, please fill in the name of the company's registrant; if a company summarizes, please keep the name of the original registrant in the summary form.