



## Guan Chao Holdings Limited

### 冠轎控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code: 1872)

(股份代號：1872)

28 April 2022

Dear Non-Registered Shareholders,

#### Notification of publication of Notice of publication of 2021 Annual Report, Circular and Notice of Annual General Meeting (the “Current Corporate Communication(s)”)

We hereby notify you that the Document, in both English and Chinese, is now available on the website of Guan Chao Holdings Limited (the “Company”) at [www.guanchaoholdingsltd.com](http://www.guanchaoholdingsltd.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Document by clicking “Financial Reports” under “Investors” section on the homepage of the Company’s website.

You may at any time choose to receive Corporate Communications<sup>(Note)</sup> free of charge either in printed form or via the Company’s website.

If you would like to receive a printed copy of the Document, please complete the Request Form on the reverse side of this letter and sign and return it by using the enclosed mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) to the Company’s branch share registrar, Tricor Investor Services Limited (the “Branch Share Registrar”), at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong. The Request Form may also be downloaded from the websites of both the Company and HKEX. The Company will promptly upon your request send the Document to you in printed form free of charge.

Please note that by completing and returning the Request Form to request for the printed copy of the Document, you will expressly indicate that you prefer to receive all future Corporate Communications of the Company in printed form.

Should you have any queries relating to this letter, please contact the Branch Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays) or send an email to [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Guan Chao Holdings Limited**  
**Tan Shuay Tarn Vincent**  
Chairman and executive director

*Note:* “Corporate Communications” refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) the directors’ report, its annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.

致非登記股東：

#### 登載2021年年報、通函及股東周年大會通告(「本次公司通訊」)之發佈通知

我司現謹通知閣下，該文件之英文及中文版，現已登載於冠轎控股有限公司(「本公司」)網站[www.guanchaoholdingsltd.com](http://www.guanchaoholdingsltd.com)及香港交易及結算有限公司(「香港交易所」)網站[www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本公司網站首頁按「投資者」一欄下的「財務報告」，瀏覽該文件。

閣下可隨時選擇收取公司通訊<sup>(附註)</sup>的印刷本，費用全免，或透過本公司網站收取公司通訊。

倘閣下欲收取該文件之印刷本，請填妥本函背面的申請表格，並於簽署後使用隨附的郵寄標籤(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)寄回本公司之股份過戶登記分處，卓佳證券登記有限公司(「股份登記分處」)(地址為香港皇后大道東183號合和中心54樓)。申請表格亦可於本公司網站或香港交易所網站內下載。本公司將應閣下的要求盡快向閣下發送該文件的印刷本，費用全免。

請注意，倘閣下填寫及寄回申請表格以收取該文件之印刷本，即表示閣下確認欲收取本公司之日後所有公司通訊之印刷本。

閣下如有任何與本函有關的疑問，請在辦公時間內致電股份登記分處(852) 2980 1333，辦公時間為星期一至星期五(香港公眾假期除外)上午9時正至下午5時正，或發送電郵至[is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)。

代表  
冠轎控股有限公司  
陳率堂  
主席兼執行董事  
謹啟

2022年4月28日

*附註：*「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；(f)代表委任表格；及(g)回條。

## Request Form 申請表格

To: **Guan Chao Holdings Limited (the “Company”)**  
c/o Tricor Investor Services Limited  
Level 54, Hopewell Centre  
183 Queen’s Road East, Hong Kong

致：冠轎控股有限公司(「公司」)  
由卓佳證券登記有限公司轉交  
香港皇后大道東183號  
合和中心54樓

I/We would like to receive the printed copy of Current Corporate Communication(s) (the “Document”) and all future Corporate Communications<sup>#</sup> of the Company in printed form.

本人／我們希望收取本次公司通訊(「該文件」)及 貴公司之日後所有公司通訊<sup>#</sup>之印刷本。

Shareholder’s full name:  
股東全名：

Signature:  
簽名：

(in block letters 以正楷填寫)

Contact telephone number:  
聯絡電話號碼：

Date:  
日期：

### Notes 附註：

- Please complete all your details clearly. Any Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.  
請 閣下清楚填妥所有資料。本公司將有酌情權決定任何未有清楚填妥或填寫不正確之申請表格無效。
- By completing and returning this Request Form to request for the printed copy of the Document, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed form.  
倘 閣下填寫及寄回申請表格以收取該文件之印刷本，即表示 閣下確認欲收取本公司之日後所有公司通訊之印刷本。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.  
為免存疑，本公司概不接受於本申請表格上書寫之任何額外指示。

<sup>#</sup> Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) the directors’ report, its annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.  
公司通訊指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；(f)代表委任表格；及(g)回條。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

“Personal Data” in this statement has the same meaning as “personal data” defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the “PDPO”), which may include but not limited to your name, contact telephone number, email address and mailing address.  
本聲明中之「個人資料」相等於《個人資料(私隱)條例》(第486章)(「《私隱條例》」)所定義之「個人資料」，當中可能包括但不限於 閣下之姓名、聯絡電話號碼、電郵地址及郵寄地址。

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.  
閣下是自願提供個人資料，以便按 閣下選擇之方式收取公司通訊。本公司將在有需要之期間，保存 閣下之個人資料作核實及記錄用途。

You have the right to request access to and/or correction of the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:  
閣下有權根據《私隱條例》中的條款，查閱及／或修改 閣下之個人資料。任何相關查閱及／或修改個人資料之要求均須以書面方式透過以下途徑提出：

By mail to: Privacy Compliance Officer  
Tricor Investor Services Limited  
Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong  
By email to: is-enquiries@hk.tricorglobal.com

郵寄至：私隱事務主任  
卓佳證券登記有限公司  
香港皇后大道東183號合和中心54樓  
電郵至：is-enquiries@hk.tricorglobal.com

(Please cut along the dotted line 請沿虛線剪下)

### Mailing Label 郵寄標籤

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

**No postage stamp is required for local mailing.**

倘 閣下寄回此申請表格，請將此郵寄標籤剪貼於信封上。

如在本港投寄，閣下無需支付郵費或貼上郵票。

**Tricor Tengis Limited**  
卓佳登捷時有限公司  
Freepost No. 簡便回郵號碼：37  
Hong Kong 香港  
GUAN CHAO HLDGS (1872)