

# DOYEN INTERNATIONAL HOLDINGS LIMITED

# 東銀國際控股有限公司

(Incorporated in Hong Kong with limited liability) (於香港註冊成立的有限公司 (Stock code 股份代號: 668)

#### NOTIFICATION LETTER 通知信函

11 April 2024

Dear registered shareholder(s),

Doven International Holdings Limited (the "Company")

- Notice of Publication of 2023 Annual Report, Circular including Notice of Annual General Meeting and Proxy Form (the "Current Corporate Communications") and 2023 Environmental, Social and Governance Report

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited ("HKEX") at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> and the Company's website at <a href="https://www.doyenintl.com">www.hkexnews.hk</a> and the Company's website at <a href="https://www.doyenintl.com">www.doyenintl.com</a>. For the shareholders who have selected to receive the Company's Corporate Communications of the Company in both English and Chinese versions. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website for any reason, please send your request (specifying your name, address and request) by email at doven.ecom@computershare.com.hk or by notice in writing to the Company's Hong Kong share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

The Company's 2023 Environmental, Social and Governance Report is published in electronic form only and is available on the Company's website and the HKEX website.

### Arrangement of Electronic dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules"), the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications, which mean any documents issued or to be issued by the Company for the information or action of holders of any of its 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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company and the HKEX website in place of printed copies. You will receive a notice of publication of the website version of Corporate Communication by post or through email in accordance with your indicated preference.

#### Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications\*, the Company recommends you provide your email address by completing, signing and returning the enclosed reply form (the "Reply Form") to the Share Registrar.

If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the website of the Company as and when Corporate Communications are published on the website of the Company; and (ii) all future Actionable Corporate Communications\* in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications, the Company will send to you by post at your address as appearing in the Company's register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company; and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and a functional email address to the Share Registrar for receiving the same.

If you want to receive the future Corporate Communications in printed form, please complete the Reply Form on the reverse side and send it to the Share Registrar or send an email to doyen.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such request shall be valid for one year and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar by sending an email to doyen.ecom@computershare.com.hk.

Yours faithfully, On behalf of the Board **Doyen International Holdings Limited** Cho Chun Wai Company Secretary

\* Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder

各位登記股東:

## 東銀國際控股有限公司 (「本公司」)

## \_2023 年度年報、通函(包括股東周年大會通告)及代表委任表格(「本次公司通訊文件」)及 2023 環境、社會及管治報告之發佈通知

本公司的本次公司通訊文件備有中、英文版本,並已上載於香港聯合交易所有限公司(「**香港交易所**」)網站(<u>www.hkexnews.hk</u>)及本公司網站(<u>www.doyenintl.com</u>),歡迎瀏覽。若 閣下之前選取收取本公司公司通訊之印刷版本,現向 閣下奉上英文及中文版本的本次公司通訊。 閣下若因任何 理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難, 閣下可將要求(註明 閣下的姓名、地址及要求)以電郵方式發送到本公司之 電郵地址 <u>doyen.ecom@computershare.com.hk</u> 或以書面方式郵寄致本公司的香港股份過戶登記處(「**股份過戶處**」)香港中央證券登記有限公司,地址為香港灣仔皇后大 道東183號合和中心17M樓。本公司將於接到 閣下通知後,盡快向 閣下免費發送有關本次公司通訊文件的印刷本。

本公司 2023 環境、社會及管治報告僅以電子形式於本公司網站及香港交易所網站登載。

## 以電子方式發佈公司通訊之安排

根據香港聯合交易所有限公司證券上市規則(「**上市規則**」)第2.07A條:本公司的組織章程細則以及公司條例(香港法例第622章),現謹此通知 閣下,本公司已採用 以電子方式發佈公司通訊之安排,該公司通訊是指本公司為向其任何證券持有人提供資訊或提醒其採取行動而發佈或將要發佈的任何文件,包括但不限於(a)董事報告、年 度帳目以及審計報告副本以及(如適用)財務摘要報告; (b)中期報告及其中期報告摘要(如適用); (c)會議通知; (d)上市文件; (e)通函;及(f)委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站和香港交易所網站上提供,以代替印刷本。 閣下將會以郵寄方式或電子郵件形式(按 閣下所作選擇)收取公 司通訊網站版本的登載通知。

## 徵集電子聯絡資料

為確保及時收到最新的公司通訊及可供採取行動的公司通訊\*,本公司建議 閣下透過填妥、簽署本函附上之回條(「**回條**」)並交回股份過戶處。

如 閣下選擇接收日後公司通訊的網上版本, 閣下需要在回條中提供電郵地址,以便接收(i)當公司通訊登載於公司網站時有關公司網站發佈相關公司通訊的電郵通知,以 及(ii)公司日後以電子形式發佈的所有可供採取行動的公司通訊。若 閣下在回條中沒有提供有效且可用的電郵地址 或 閣下被視為已同意接收日後公司通訊的網上版本 公司將根據股份過戶處所存置的股東名冊上所示的地址透過郵寄方式向 閣下發送(i)在公司網站上發佈公司通訊的通知函及(ii)所有日後可供採取行動的公司通訊的印刷版 本,直至 閣下向股份過戶登記處提供有效且可用的電郵地址以接收該等公司通訊。

閣下希望收取未來的公司通訊之印刷版,請填妥本函背頁之回條或發送電子郵件至 doyen.ecom@computershare.com.hk, 並註明 閣下的姓名、地址以及收取公司通訊印 刷版的要求。請注意,收取公司通訊印刷版之指示將於一年內有效,此後將過期。

閣下對本函件有任何疑問,請發送電子郵件至 doyen.ecom@computershare.com.hk 向股份過戶處查詢。

代表董事局

東銀國際控股有限公司 曹鎮偉

> 公司秘書 謹啟

DEDI	īV	FORM	回條
KEF	1 / Y	rukvi	

Computershare Hong Kong Investor Services Limited

(the "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

(Please **choose ONLY ONE** of the options below) (請從以下選項中**只選擇其中一項**)

香港中央證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized QR code

選項1:

掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 發佈的未來公司通訊\*

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1 閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* of the following listed company (the "Company") via electronic dissemination  選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址・以確保收到以下上市公司(「公司」)通過電子方式發佈的未來公司通訊*				
Name of Securities holder(s) 證券持有人姓名:  Name of the listed company 上市公司名稱:				
Doyen International Holdings Limited 東銀國際控股有限公司				
Email address 電郵地址: (Note 3 / 附註3)				
Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "\sqrt{"}" in the below box if applicable)				
選項3: 本人/吾等現要求收取公司通訊 <sup>*</sup> 印刷版 (如適用・請在以下方格內劃上「✓」號)				
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5) 收取未來公司通訊*的印刷本,並已知悉本指示由收取指示日期起計一年內有效。( <i>附註 5</i> )				
Signature(s): (Note 1)	Contact number:	Date:		
簽名: <sup>(附註 1)</sup>	聯絡電話號碼:	日期:		
Notes 附註:				

- Notes 附註:

  1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 諸海楚県受 間下之所有資料。如鳳蘭名股東・別本回條須田所有聯名股東聯合簽署・方為有效。

  2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條結末有養審金柱其他方面順為不止後,則本回條海會行發。

  3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications\*。如公司资金的效别 圖下的有效電子對性地量 图下無無法或到有關發命公司雖認中的報知。

  4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如 圖下通過一維傷一體影(四條及/或其他方式提供多於一個的電子對性地上、只有 圖下最後提供的電子對性地比將會被用於登記。

  5. If you mark " " in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received. 如 圖下在通過 3万格內動上 " " 號,將不會看電子對性地比較意思,只有公司強制的知例版會被收取。

  6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存技,在本回條上的任何額外指示,公司將不予處理。

- Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明·公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件·其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

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

- |四人具や1年時 | Prevanal Data: in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
  本登明中所指的「個人資料」與香港法例第 486 章 「個人資料(私種)條例)("「私種條例」。」中「個人資料」的適業相同。
  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your hard the provided sufficient information, the Company may not be able to process your instruction with studied in this Reply Form and the process your instruction and provided in the Reply Form and the process your instruction and provided in the Reply Form and the Poppany in a valid provided in the Reply Form and the Poppany in the Poppany
- (iii)

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司 Freepost No. 簡便回郵號碼:37 Hong Kong 香港

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

No postage is necessary if posted in Hong Kong.

営 閣下寄回此回條時・請將郵寄標籤剪貼於信封」如在本港投寄・ 閣下無需支付郵費或貼上郵票。