

Lap Kei Engineering (Holdings) Limited 立基工程(控股)有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司)

(Stock Code 股份代號:1690)

NOTIFICATION LETTER 通知信函

Date as postmarked

Dear Registered Shareholders,

Lap Kei Engineering (Holdings) Limited (the "Company")

- Notice of publication of Annual Report 2023, Circular, Notice of Annual General Meeting and Proxy Form (the "Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communications are now available on the Company's website at www.lapkeieng.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk respectively (the "Website Version"). The Company strongly recommends you to access the Website Version of the Current Corporate Communication and all future Corporate Communications in printed form, the Current Corporate Communication is enclosed.

If you for any reason have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communication and all future Corporate Communications in printed form, please complete, sign the enclosed Reply Form and return it to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited ("Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to 1690-ecom@hk.tricorglobal.com. The Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

It is the responsibility of registered shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing, signing the enclosed Reply Form and returning to the Branch Share Registrar at the abovementioned address by post or by email to 1690-ecom@hk.tricorglobal.com. If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications ("Notice of Publication") and Actionable Corporate Communications in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

Should you have any queries relating to this notification, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully, Lap Kei Engineering (Holdings) Limited

Note:

Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; (g) a proxy form; and (h) Actionable Corporate Communications.

Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.

各位登記股東:

立基工程(控股)有限公司(「本公司」)

— 刊發2023年報、通函及股東週年大會通告(「本次公司通訊」)

本公司的本次公司通訊之中、英文版本已分別上載於本公司網站(www.lapkeieng.com) 及香港聯合交易所有限公司(「聯交所」)之網站(www.hkexnews.hk)(「網站版本」)。 我們建議 閣下閱覽本公司本次及日後公司通訊^(網柱)的網站版本。如 閣下已選擇收取公司通訊的印刷本,隨函附上本次公司通訊。

如 闍下因任何理由無法以電子郵件方式收取或閱覽公司通訊的網站版本及欲索取本次公司通訊及日後公司通訊的印刷本,請填妥及簽署隨附之回條,並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處(「股份過戶登記分處」)卓佳證券登記有限公司(地址為香港夏慤道16號遠東金融中心17樓)(如在香港投寄毋須貼上郵票),或電郵至 1690-ecom@hk.tricorglobal.com。本公司會因應 閣下之要求立即寄上公司通訊的印刷本,費用全免。

登記股東有責任提供有效的電子郵件地址。如 閣下尚未提供 閣下之電子郵件地址予本公司,或需更新 閣下之電子郵件地址,本公司建議 閣下填妥及簽署隨附之回條,並按上述地址以郵寄方式交回本公司的股份過戶登記分處或以電郵方式發送至1690-ecom@hk.tricorglobal.com。如果本公司沒有收到 閣下的有效電子郵件地址,閣下將(i)無法 透過電子郵件方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊。本公司只能以印刷本方式向 閣下發送登載通知及可供 採取行動的公司通訊之印刷本予 閣下,直至股份過戶登記分處收到 閣下有效的電子郵件地址為止。

倘 閣下對本通知有任何查詢,請於星期一至星期五(公眾假期除外)上午9時至下午6時,致電股份過戶登記分處熱線(852) 2980 1333。

立基工程(控股)有限公司

謹啓

日期如郵戳所示

附註: 公司通訊包括本公司發佈或將子發佈以供其任何證券持有人或投資大眾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,公司年度帳目連同核數館報告以及(如適用)財務簡要報告;(b)中期報告及(如適用)中期 簡要報告;(c)季度報告(如有);(d)會議通告;(e)上市文件;(f)適函;(g)代表委任表格;及(h)可供採取行動的公司通訊。

可供採取行動的公司通訊是指任何涉及要求股東指示其擬如何行使其有關股東權利的公司通訊。

REPLY FORM 回條

To Lap Kei Engineering (Holdings) Limited (the "Company") (Stock Code: 1690)

(Incorporated in the Cayman Islands with limited liability) c/o Tricor Investor Services Limited 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

立基工程(控股)有限公司 (「本公司」) (股份代號:1690)

(於開曼群島註冊成立之有限公司) 經卓佳證券登記有限公司 香港夏殼道16號 遠東金融中心17樓

Part A I/We would like to receive the Current Corporate Communication and all future Corporate Co	mmunications in printed form in the manner indicated below:
平部 本人/我們現欲以下列方式收取本次公司通訊及將來所有公司通訊之印刷本:	
(Please mark "√" in ONLY ONE of the following boxes 請從下列選擇中,僅在其中一個空格內劃上「✓	」號)
TAVA annual delicate annual annual annual des English language and on OR	
I/We would like to receive a printed copy in the English language only; OR 本人/我們現欲收取一份英文印刷本;或	
I/We would like to receive a printed copy in the Chinese language only; OR	
本人/我們現欲收取一份中文印刷本;或	
I/We would like to receive a printed copy in both the English language and the Chinese language	
本人/我們現欲收取英文和中文各一份印刷本。	
Part B I/We would like to receive all future Corporate Communications and Actionable Corporate Com	munications in electronic form via the email address below:
乙部 本人/我們現欲以以下電郵地址電子郵件方式收取本公司所有將來的公司通訊及可供採取	l行動的公司通訊的登載通知:
(Please provide the email address in English Capital Letters)	
(請以英文正楷填寫電郵地址)	
Name(s) of Shareholder(s):	Signature:
股東姓名:	簽名:
(Please use BLOCK LETTERS 請用正楷填寫)	
Address:	
地址:	
	(Please use BLOCK LETTERS 請用正楷填寫)
Contact telephone number:	Date:
聯絡電話號碼:	日期:

Notes 附註

- 特征:
 Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited or via email to 1690-ecom@hk.tricorglobal.com.

 清珠安及豪誉未表榜,並以關門已預付那實的調本傳屬股份百分上,等回本公司之蒂是股份過戶登記分線早往證券登記有限公司,或電節至1690-ecom@hk.tricorglobal.com。

 清珠安及豪誉未表榜,如此即在16年的中心,从列 form with no indicated choice, with no signature or otherwise incorrectly complete hall be void. If typor shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this form in order to be valid.

 清清楚城京本榜,回除上老本有作出題擇,沒有豪名或沒有正確地填寫,均屬無效。如屬聯名股東,則本回條須按本公司股東名冊上聯名持有之股份戶口,由其姓名列於曾位的股東豪署,方為有效。

 The above instruction for part A will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's branch share registrar in Hong Kong or until expired on the last day of each year of the Company (whichever is earlier). Further request in writing will be required if a shareholder prefers to continue receiving printed copy of future corporate Communications.

 上述甲部指示规目体本公司日接向 图下發出之所有公司通讯,直至 图下以合理時間書面通知本公司的香港股份過戶登記分應更改有關指示或直至本公司每個財政年度的最後一天到期(以較早者為率)。如果股東希室繼續收到日後的公司通讯的印刷本,則需要做
- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed form of any version(s) of the Corporate Communications -Ommanicatoris. 特公司邁訊的英文版本及中文版本合併為一份文件,則公司邁訊的英文版本及中文版本的印刷版本將寄給要求案取任一版本公司通訊印刷版本的股東。

- 個名本公司連聯稅與印度上剩件稅重,對性稅主無效,則該稅果將稅稅总上總務以集命方式模权企業雖出經於的理則,直至該稅果问股份剩户登記處(定義如卜)提供有效且可用的電子郵件把建設為止。

 For the avoidance of doubt, we do not accept any special instructions written on this form.
 為免產生與問,在本表格作出的任何觀外手寫指示,公司將不予受理。

 Copporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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 financial report; (b) the interim report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary financial report; (b) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; (g) a proxy form; and (h) Actionable Corporate Communications. 公司雖能改進人司強和政策分析,我可以任何不能完成。

 (d) 會議通告: (e) 上市文件: (f) 通函: (g) 代表委任表格; 及 (h)可供採取行動的公司通訊。
- マトロの地域・「ビューバー・ビュース ALI P. U. ARI P

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) Ordinace, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Investor Services Limited at the above address. Against Purpose (III) (IIII) (III) (II 司(地址如上)的個人資料私隱主任

> Please cut the mailing label and stick it on an envelope to return this Request Form to us. No postage is necessary if posted in Hong Kong.

當 閣下寄回本申請表格時,請將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。

Mailing Label 郵寄標籤

Tricor Investor Services Limited 卓佳證券登記有限公司 Freepost No. 簡便回郵號碼: 10 GPO Hong Kong 香港