



**ISP HOLDINGS LIMITED**  
**昇柏控股有限公司**  
(Incorporated in Bermuda with limited liability)  
(於百慕達註冊成立之有限公司)  
(Stock Code 股份代號 : 02340)

29 April 2024

Dear Non-registered holder(s)<sup>(Note 1)</sup>,

**ISP Holdings Limited (the "Company")**  
**– Notice of Publication of 2023 Annual Report, Circular dated 29 April 2024 containing Notice of Annual General Meeting and Proxy Form (collectively the "Current Corporate Communications"); 2023 Environmental, Social and Governance Report (the "2023 ESG Report"); and Arrangement of Electronic Dissemination of Corporate Communications**

The Annual General Meeting of the Company will be held at 3/F, Hay Nien Building, No. 1 Tai Yip Street, Kwun Tong, Kowloon, Hong Kong on Friday, 31 May 2024 at 10:30 a.m.

The Current Corporate Communications of the Company are available on the website of the Company's website at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) and the website of The Stock Exchange of Hong Kong Limited ("HKEX") at [www.hkexnews.hk](http://www.hkexnews.hk). If you have selected to receive the Company's Corporate Communications ("Corporate Communications")<sup>Note 2</sup> in printed form, enclosed is (or are) the Current Corporate Communication(s) in your selected language. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the website of the Company for any reason, the Company will promptly upon request send the printed form of the Current Corporate Communications to you free of charge. Please write to the Company's Hong Kong branch share registrar, Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk). You may at any time to change your choice of language and means of receipt of all future Corporate Communications by giving reasonable notice in writing to Hong Kong Share Registrar by post at the above address or by email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk).

The 2023 ESG Report of the Company is published in the electronic form only and is available on the website of the Company at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) and the website of the HKEX at [www.hkexnews.hk](http://www.hkexnews.hk). If you wish to receive a printed copy of the 2023 ESG Report, you may submit your request to Hong Kong Share Registrar by post or by email as stated above.

**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 Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company or the website of the HKEX, in place of printed copies.

**Solicitation of your Electronic Contact Details**

As a non-registered shareholder, if you wish to receive Corporate Communications from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries. **If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the website of the Company and the website of the HKEX to keep up with the publication of Corporate Communications.**

If you wish to receive the printed form of **future** Corporate Communications or if you would like to change your choice of languages or means of receipt of the Company's Corporate Communications, please complete the enclosed reply form (the "Reply Form") and sign and return it to the Hong Kong Share Registrar, by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp); or sending an email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) specifying your name and address for the request. The Reply Form may also be downloaded from the website of the Company or the website of the HKEX.

Should you have any queries relating to this letter, please contact the service hotline (852) 2635 8290 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

By Order of the Board  
**ISP Holdings Limited**  
**Kingston Chu Chun Ho**  
Chairman

*Note 1: This letter is addressed to Non-registered holders ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form on the reverse side.*

*Note 2: 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, (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) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.*

各位非登記持有人<sup>(附註1)</sup>:

昇柏控股有限公司 (「本公司」)

– 2023年年报、日期為2024年4月29日的通函載有股東周年大會通告及代表委任表格 (「本次公司通訊」); 2023年環境、社會及管治報告 (「2023年環境、社會及管治報告」) 之發佈通知; 以及以電子方式發佈公司通訊之安排

本公司之股東周年大會將於2024年5月31日(星期五)上午10時30分假座香港九龍觀塘大業街1號禧年大廈三樓舉行。

本公司的本次公司通訊備有中、英文版本, 並已上載於本公司網站 [www.isp-hk.com.hk](http://www.isp-hk.com.hk) 及香港聯合交易所有限公司 (「香港交易所」) 披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk), 歡迎瀏覽。若閣下已選擇收取本公司的公司通訊 (「公司通訊」)<sup>附註2</sup> 之印刷本, 則隨本函附奉閣下所選擇之本次公司通訊印刷本。閣下若因任何理由以致在收取或接收載於本公司網站上的本次公司通訊出現困難, 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的印刷本。閣下可以書面方式通知本公司的香港股份過戶登記處 (「香港股份過戶登記處」); 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, 或電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) 提出有關要求。閣下亦可以隨時以合理書面方式或電郵通知香港股份過戶登記處 (郵寄至上述地址或電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk)) 以更改日後所有公司通訊的語言版本及收取方式。

本公司之2023年環境、社會及管治報告僅以電子方式載於本公司網站 [www.isp-hk.com.hk](http://www.isp-hk.com.hk) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk), 歡迎瀏覽。若閣下欲索取本公司2023年環境、社會及管治報告的印刷本, 閣下可向香港股份過戶登記處 (郵寄地址或電郵地址如上所述) 提出有關要求。

**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。請注意, 所有日後公司通訊的英文版和中文版將上載於本公司網站和香港交易所披露易網站, 以代替印刷本。

**徵集閣下之電子聯絡資料**

作為非登記股東, 如有意根據上市規則收取公司通訊, 閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算 (代理人) 有限公司 (統稱「中介公司」), 並向閣下的中介公司提供閣下的電子郵件地址。如果本公司沒有從中介公司收到閣下的有效電子郵件地址, 直至中介公司收到閣下有效的電子郵件地址前, 閣下或將(i)無法收到任何有關發佈公司通訊的通知; 及(ii)需要主動瀏覽公司網站和香港交易所披露易網站以留意公司通訊的發佈。

如閣下欲收取本公司日後公司通訊之印刷本, 或更改有別於閣下此前所選擇的語言版本或收取方式, 請填妥並簽署在本函背面的回條 (「回條」), 並使用隨附之郵寄標籤寄回香港股份過戶登記處 (如在香港投寄, 閣下無需支付郵費或貼上郵票; 否則, 請貼上適當的郵票); 或發送電子郵件至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk), 並註明閣下的姓名和地址以提出要求。回條亦可於本公司網站或香港交易所披露易網站內下載。

如閣下對本函件有任何疑問, 請於辦公時間內 (星期一至星期五上午9時正至下午6時正, 香港公眾假期除外) 致電 (852) 2635 8290 查詢。

承董事會命  
**昇柏控股有限公司**  
主席  
**朱俊浩**

2024年4月29日

附註1: 此函件乃向本公司之非登記持有人發出 ("非登記持有人"指股份存放於中央結算及交收系統的人士或公司, 透過香港中央結算有限公司不時向本公司發出通知, 希望收到公司通訊)。如果閣下已經出售或轉讓所持有之本公司股份, 則無需理會本函件及背面的回條。

附註2: 公司通訊乃指本公司發出或將予發出以供其任何證券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、年度帳目連同核數師報告的副本以及 (如適用) 財務摘要報告; (b) 中期報告及 (如適用) 中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及(f) 代表委任表格。

**REPLY FORM 回條**

**To: Computershare Hong Kong Investor Services Limited (the "Share Registrar")** 致：香港中央證券登記有限公司（「股份過戶處」）  
17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號  
183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

**REMINDER 提示**

As a non-registered shareholder, if you wish to receive Corporate Communications\* from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊\*，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

**Request for future Corporate Communications\* in printed form / 要求收取日後公司通訊\*印刷版**

(Please mark "✓" in any ONE of the below box if applicable) (如適用，請在以下其中一個方格內劃上「✓」號)

Name of the listed company (the "Company"): **ISP Holdings Limited**

上市公司（「本公司」）名稱：

**昇柏控股有限公司**

English Version 英文版本

Chinese Version 中文版本

English and Chinese Version 英文及中文版本

Name(s) of Non-registered holder(s):

非登記股東姓名：

Signature(s): (Note 3)

簽名：(附註 3)

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:

聯絡電話號碼：

Date:

日期：

**Notes:****附註：**

- This Reply Form is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications\*). 此回條乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊\*）發出。
- Please complete all your details clearly. 請閣下清楚填寫所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，本公司將不予處理。

\* 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, notice of dividend, 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**

- "Personal 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"). 本聲明中所指的「個人資料」與香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications\*. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊\*的事宜上。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料，本公司可能無法處理閣下在本回條上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及/或其他公司或團體，並將適宜期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk). 閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

**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.

當閣下寄回此回條時，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。