



**Hang Sang (Siu Po) International Holding Company Limited**  
(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: 3626)

**NOTIFICATION LETTER 通知信函**

31 October 2024

Dear registered shareholder(s),

**Hang Sang (Siu Po) International Holding Company Limited (the “Company”)**  
**– Notice of Publication of 2024 Annual Report, Circular and Notice of Annual General Meeting (“Current Corporate Communications”)**

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 [www.hkexnews.hk](http://www.hkexnews.hk) and the Company’s website at [www.hangsangpress.com](http://www.hangsangpress.com). If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, the Company will promptly upon your notice send the printed version of the Current Corporate Communications to you free of charge; please write to the Company’s Hong Kong share registrar, Computershare Hong Kong Investor Services Limited (the “Share Registrar”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to [hangsangsiupo.com@computershare.com.hk](mailto:hangsangsiupo.com@computershare.com.hk).

**Arrangement of Electronic Dissemination of Corporate Communications and Solicitation of Electronic Contact Details**

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “Corporate Communications”), which means 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 at [www.hangsangpress.com](http://www.hangsangpress.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies. To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “Reply Form”). Alternatively, you may sign and return the Reply Form to the Share Registrar.

**If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications<sup>(Note)</sup> in printed form in the future.**

If you want to receive the Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to [hangsangsiupo.com@computershare.com.hk](mailto:hangsangsiupo.com@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter. Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,  
By order of the Board  
**Hang Sang (Siu Po) International Holding Company Limited**  
**Fung Man Wai Samson**  
Chairman, chief executive officer and executive director

*Note: 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：

**Hang Sang (Siu Po) International Holding Company Limited (「公司」)**  
**– 二零二四年年報、股東週年大會通告及通函 (「本次公司通訊文件」) 之發布通知**

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（[www.hkexnews.hk](http://www.hkexnews.hk)）及公司網站（[www.hangsangpress.com](http://www.hangsangpress.com)），歡迎瀏覽。閣下若因任何理由以致在收取或接收載於公司網站上的本次公司通訊文件出現困難，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；閣下可以書面方式通知香港中央證券登記有限公司（「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，或電郵 [hangsangsiupo.com@computershare.com.hk](mailto:hangsangsiupo.com@computershare.com.hk)。

**以電子方式發布公司通訊之安排及徵集電子聯絡資料**

根據自2023年12月31日起生效的擴大無紙化制度及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則（「上市規則」）第2.07條，公司謹此通知閣下，公司已採用以電子方式發布公司通訊（「公司通訊」）之安排，該公司通訊是指公司向任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件，包括但不限於(a)董事報告、年度賬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)通函和(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 [www.hangsangpress.com](http://www.hangsangpress.com) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。為確保及時收到最新的公司通訊，公司建議閣下透過掃描本函背頁之回條（「回條」）上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以簽署回條並交回股份過戶處。

**如果公司沒有收到閣下的有效電子郵件地址，直至股份過戶處收到閣下有效的電子郵件地址前，閣下將(i)無法收到任何有關發布公司通訊的通知；(ii)需要主動查看公司網站和披露易網站以留意公司通訊的發布；及(iii)公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(附註)</sup>。**

若閣下希望收取未來公司通訊之印刷版，請填妥回條或發送電子郵件至 [hangsangsiupo.com@computershare.com.hk](mailto:hangsangsiupo.com@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，收取未來公司通訊印刷版之指示由收悉閣下指示當日起計一年內有效，此後將過期。如閣下對本函件有任何疑問，請於辦公時間星期一至五（香港公眾假期除外）上午9時正至下午6時正（香港時間）期間致電股份過戶處(852)2862 8688查詢。

**Hang Sang (Siu Po) International Holding Company Limited**  
**馮文偉**  
主席、行政總裁及執行董事  
謹啟

2024年10月31日

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利的公司通訊。

