

# 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 <a href="www.hkexnews.hk">www.hkexnews.hk</a> and the Company's website at <a href="www.hangsangpress.com">www.hangsangpress.com</a>. 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 <a href="https://hangsangsiupo.ecom@computershare.com.hk">hangsangsiupo.ecom@computershare.com.hk</a>.

#### 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 <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> 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 <a href="https://hangsangsiupo.ecom@computershare.com.hk">hangsangsiupo.ecom@computershare.com.hk</a> 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(<u>www.hkexnews.hk</u>)及公司網站(<u>www.hangsangpress.com</u>),歡迎瀏覽。 関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 関下通知後,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 <u>hangsangsiupo.ecom@computershare.com.hk</u>。

### 以電子方式發布公司通訊之安排及徵集電子聯絡資料

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>(iii)</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.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

#### REPLY FORM 回條

Computershare Hong Kong Investor Services Limited / Hong Kong Registrars Limited (The "Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

(Please choose ONLY ONE of the options below)

(請<u>從以下選項中**只選擇其中一項**)</u>

香港中央證券登記有限公司 /

香港證券登記有限公司 (「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:

掃描 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 發布的未來公司通訊\*

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」)通過電子方式發布的未來公司通訊*		
Name of Securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱: Hang Sang (Siu Po) International Holding Company Limited		
Email address 電郵地址: (Notes 3 / 附註 3)		
Option 3:    I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)   選項 3: 本人/吾等現要求收取公司通訊*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. (Notes 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。(附註5)		
, must as	ontact number: 絡電話號碼:	Date: 日期:

- Notes 別註.

  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. 諸清楚填受 閣下之所有資料。如屬聯名股東・則本回條須由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. 任何回條若未利養養殖在其他方面與各不上極,則本回條須由所有聯名股東等級。

  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®. 如公司没有收到 關下的有效養子學件地址。關下將無法收到有關發充公司通訊等的通知。

  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 關下通過二維碼。電影、回條及/或其他方式提供多於一個的電子郵件地址、只有 關下最後提供的電子郵件地址將會被用於登記。

  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 關下在通過了方格內劃上 \*\* 」號、將不會角電子整件地址被登記、只會收取公司通訊\*的印刷版。

  6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑・在本回緣上的任何翻外指示、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:公司通訊分格公司已發出經絡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

- 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」的涵養相同。

  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 holdings in the Company, Your supply of Personal Data to the Company is on a volunty basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

  圖下於本Dek所提供的個人資料無用於包括但不限於)有關公司以電子方式發布公司通訊。及就 圖下持有的公司證券有關的其他事宜上與 圖下聯絡。圖下是目願向公司提供個人資料。若 圖下未能提供足夠資料・公司可能無法處理 圖下在本回條上所述的指示及/可要求。

  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.

  公司可能任何所說明的用途或在法例規定的情况下,將 圖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・並將在適當期間保留該等個人資料核實及紀錄用途。

  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 mall 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 e mail at PrivacyOfficer® computershare.com.hik.

  圖下有相應義 私屬機例)的條文會開及或條成 簡下的個人資料。任何該等會閱及或修改個人或修改個人或修改個人資料的要求均須以書面方式郵客至股份過戶處(地址為香港灣仔屋后大道東 183 號召和中心 17M 樓)向香港縣私主任提出,或發送電影子PrivacyOfficer® computershare.com.hik.
- (iii)

Mailing Label 郵客標籤

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。