

**NOTIFICATION LETTER 通知信函**

29 April 2025

Dear Non-registered Shareholders<sup>(1)</sup>,**SMC Electric Limited (the “Company”)****– Notice of Publication of Annual Report 2024, Circular, Notice of Meeting & Proxy Form (the “Current Corporate Communications”) and Environmental, Social and Governance Report 2024 (the “2024 ESG Report”)**

The English and Chinese versions of the Company’s Current Corporate Communication(s) are available on the Company’s website at [www.smcelectric.com.hk](http://www.smcelectric.com.hk) (the “Company’s website”) and the website of The Stock Exchange of Hong Kong Limited (the “HKEx’s website”) at [www.hkexnews.hk](http://www.hkexnews.hk) respectively (the “Website Version”). The Company strongly recommends you to access the Website Version of the Current Corporate Communication(s) and all future Corporate Communications<sup>(2)</sup>.

If you wish to receive the Current Corporate Communication(s) in printed form, please complete the Request Form and return it to the Company c/o Boardroom Share Registrars (HK) Limited (the “Hong Kong Branch Share Registrar”), the branch share registrar of the Company in Hong Kong, by using the mailing label at the bottom of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong Branch Share Registrar is 2103B, 21/F, 148 Electric Road, North Point, Hong Kong. You may also send an email with a scanned copy of the Request Form to [enquiry\\_smcelectric@smc.com.hk](mailto:enquiry_smcelectric@smc.com.hk). The Request Form is available for download from the Investor Information (Shareholder’s Services) section on the Company’s website.

As a Non-registered Shareholder, if you wish to receive Corporate Communications of the Company in electronic form, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries. Please contact your Intermediaries for the detailed procedure. 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 will be unable to receive any notices of publication of the Website Version of Corporate Communications (the “Notice of Publication”) by email; and the Company would only be able to send you the Notice of Publication in printed form.

The Company’s 2024 ESG Report is published in electronic form only on the Company’s website and the HKEx’s website. You may access the 2024 ESG Report on the Company’s website or browsing through the HKEx’s website.

Should you have any queries relating to any of the above matters, please send an email to [enquiry\\_smcelectric@smc.com.hk](mailto:enquiry_smcelectric@smc.com.hk).

Yours faithfully,  
For and on behalf of  
**SMC Electric Limited**  
**LEUNG Chun Wah**  
Executive Director

*Note 1: This letter is addressed to the non-registered Shareholder(s) of the Company (the “Non-registered Shareholder(s)”). Non-Registered Shareholder 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 of the Company. If you have sold or transferred your shares in the Company, please disregard this letter.*

*Note 2: 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 independent auditor’s 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; and (g) a proxy form.*

各位非登記股東<sup>(1)</sup>:**蜆壳電業有限公司(「本公司」)****– 2024 年度報告、通函、會議通告及委任代表表格(「本次公司通訊文件」)及 2024 年環境、社會及管治報告(「2024 年 ESG 報告」)之發佈通知**

本公司的本次公司通訊文件的中、英文版本已上載於本公司網站 [www.smcelectric.com.hk](http://www.smcelectric.com.hk) (「本公司網站」)及香港交易及結算所有限公司網站(「香港交易所網站」) [www.hkexnews.hk](http://www.hkexnews.hk) (「網站版本」), 本公司建議閣下閱覽本公司本次及日後公司通訊<sup>(2)</sup>的網站版本。

如閣下欲收取本次公司通訊文件之印刷本, 請填妥申請表格, 並使用隨附之郵寄標籤經本公司的香港股份過戶登記分處實德隆證券登記有限公司(「香港股份過戶登記分處」)寄回本公司(如在香港投寄, 毋須貼上郵票; 否則, 請貼上適當的郵票)。香港股份過戶登記分處地址為香港北角電氣道 148 號 21 樓 2103B 室。閣下亦可把已填妥之申請表格的掃描副本電郵到 [enquiry\\_smcelectric@smc.com.hk](mailto:enquiry_smcelectric@smc.com.hk)。申請表格可於本公司網站「投資者資訊(股東服務)」內下載。

作為非登記股東, 如閣下欲以電子方式收取本公司的公司通訊, 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「**中介機構**」), 並向閣下的中介機構提供閣下的電子郵件地址。請聯絡閣下的中介機構以了解詳細程序。如本公司沒有從中介機構收到閣下的有效電子郵件地址, 直至中介機構收到閣下有效的電子郵件地址前, 本公司將無法透過電子郵件方式發送公司通訊網站版本的登載通知(「**登載通知**」), 而本公司只能發送登載通知之印刷本予閣下。

本公司 2024 年 ESG 報告僅以電子形式登載於本公司網站及香港交易所網站。閣下可在本公司網站或在香港交易所網站瀏覽 2024 年 ESG 報告。

如閣下對本信函內容有任何疑問, 請電郵至 [enquiry\\_smcelectric@smc.com.hk](mailto:enquiry_smcelectric@smc.com.hk)。

代表  
**蜆壳電業有限公司**  
執行董事  
**梁振華**  
謹啟

2025 年 4 月 29 日

附註 1: 此函件乃向本公司之非登記股東(「非登記股東」)發出。非登記股東指股份存放於中央結算及交收系統(「中央結算及交收系統」)的有關人士或公司, 而彼等已透過香港中央結算有限公司不時通知本公司, 彼等欲收取本公司之公司通訊。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。

附註 2: 公司通訊包括本公司發布或將予發布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, 公司年度帳目連同獨立核數師報告以及(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)季度報告(如有); (d)會議通告; (e)上市文件; (f)通函; 及(g)代表委任表格。