

SHUN TAK HOLDINGS LIMITED

信德集團有限公司

(Incorporated in Hong Kong with limited liability) (於香港註冊成立的有限公司) (Stock Code 股份代號:242)

NOTIFICATION LETTER 通知信函

29 April 2024

Dear registered shareholders,

Shun Tak Holdings Limited (the "Company")

 Notice of Publication of 2023 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form ("Current Corporate Communications") and 2023 Sustainability Report (the "Sustainability Report")

The Company's Annual General Meeting will be held at 4:00 p.m. on 5 June 2024 (Wednesday) at Artyzen Club, 401A, 4th Floor, Shun Tak Centre, 200 Connaught Road Central, Hong Kong. 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 and the Company's website at www.shuntakgroup.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, please send your request (specifying your name, address and request) by email at shuntak.ecom@computershare.com.hk or by notice in writing to the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

You may access the Sustainability Report through the Company's website and the HKEX's website. If you wish to receive a printed copy of the Sustainability Report, you may submit your request to the Share Registrar by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email to shuntak.ecom@computershare.com.hk.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on the HKEX (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 Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean 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 Company's website at www.shuntakgroup.com and the HKEX's website at www.shuntakgroup.com and the shuntakgroup.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications (Note), the Company recommends you provide your email address by completing, signing and returning the enclosed reply form (the "**Reply Form**") to the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you on or before 27 May 2024, and until you inform the Share Registrar, you are deemed to have consented to read all future Corporate Communications published on the website of the Company at www.shuntakgroup.com (the "Website Version"), and a notification of the publication of the Corporate Communications on the Company's website will be sent to you in the future.

If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the website of the Company as and when Corporate Communications are published on the website of the Company and (ii) all future Actionable Corporate Communications (Note) in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications, the Company will send to you by post at your address as appearing in the Company's register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications (Note) in printed form, until such time when you have provided a valid and a functional email address to the Share Registrar for receiving the same.

If you want to receive the Corporate Communications in printed form in future, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to shuntak.ecom@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, For and on behalf of SHUN TAK HOLDINGS LIMITED Angela Tsang Company Secretary



REPLY	FORM	回條
-------	-------------	----

Computershare Hong Kong Investor Services Limited

(The "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

合和中心 17M 樓

香港中央證券登記有限公司

(「股份過戶處」) 香港灣仔皇后大道東 183 號

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中只**選擇其中一項**)

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	7. :	
Shun Tak Holdings Limited 信德集團有限公司			
Email address 電郵地址: (Note 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. (Note 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。(常註5)			
Signature(s): (Note 1) 簽名:(附註 1)	Contact number: 聯絡電話號碼:	Date: 日期:	

- 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. 請講楚填安 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。

Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不正確,則本回條將會作廢。

- は同日神紀が兄弟祖は天地の日本帝の下生生 70年日本版日日下放 Jf 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* by email. 如公司沒有收到 閣下的有效電子郵件地址 · 閣下將無法通過電子郵件方式收到有關發布公司通訊*的通知。
- 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 閣下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址,只有 閣下最後提供的電子郵件地址將會被用於登記。
- 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 閣下在選項 3 方格内劃上「✔」號・將不會有電子郵件地址被登記・只會收取公司通訊*的印刷版。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form 為兔存髮·在本回條上的任何顏外指示·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. 操序另直证明、公司通讯分析公司已被证据予发现比较某五行证的关系是一个企业的证明。

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」的涵義相同。
 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's on a voluntary 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 Keply Form.
 圖下於本日傳新提供的個人資料所將(包括但不限於)有關公司以電子方式發布公司通訊*及就 關下持有的公司證券有關的其他事宜上與 關下聯絡。 關下是自顧向本公司提供個人資料。若 關下未能提供足夠資料。本公司可能無法處理 關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.

 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 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, Wan Chai, Hong Kong or by email at <u>Privacy Officer (ever) purposes</u> (emphase).

 | Registrar | Any Floor | Repeal Centre | Registrar | 任提出·或發送電郵至 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。