

# CONVENIENCE RETAIL ASIA LIMITED 利亞零售有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立之有限公司) (Stock Code 股份代號: 00831)

## NOTIFICATION LETTER 通知信函

16 April 2024

Dear Registered Shareholder(s).

### Convenience Retail Asia Limited (the "Company")

- Notice of publication of Annual Report 2023, Circular in relation to proposals for general mandates to issue and repurchase shares, final dividend and re-election of directors, and notice of annual general meeting and Proxy Form (the "Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are now available on the Company's website at www.cr-asia.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk respectively (the "Website Version"). The Company strongly recommends you to access the Website Version of the Current Corporate Communications and all future Corporate Communications (note).

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communications and all future Corporate Communications in printed form, please complete, sign the enclosed Reply Form and return it to the Company's Hong Kong branch share registrar, Tricor Abacus Limited (the "Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to cra-ecom@hk.tricorglobal.com. The Company will send the Current Corporate Communications to you in printed form free of charge upon your request.

It is the responsibility of Registered Shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing, signing the enclosed Reply Form and returning to the Branch Share Registrar at the above-mentioned address by post or by email to cra-ecom@hk.tricorglobal.com. If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications ("Notice of Publication") and Actionable Corporate Communications in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

Should you have any queries relating to this notification, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully, CONVENIENCE RETAIL ASIA LIMITED CHAN Chor Fai

Company Secretary

Note: 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 auditors' 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; (g) a proxy form; and (h) Actionable Corporate Communications.

Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.

各位登記股東:

## 利亞零售有限公司(「本公司」)

——2023年年報、有關發行及購回股份之一般授權、末期股息及重選董事之建議及股東周年大會通告之通函及代表委任表格之刊發通知(「本次企業通訊」)

本公司的本次企業通訊之中、英文版本已分別上載於本公司網站(www.cr-asia.com)及香港聯合交易所有限公司(「**聯交所**」)網站(www.hkexnews.hk)(「網站版本」)。我們建議 閣下閱覽本公司本次及日後企業通訊(<sup>網誌)</sup>的網站版本。

如 閣下因任何理由無法以電子郵件方式收取或閱覽企業通訊的網站版本及欲索取本次企業通訊及日後企業通訊的印刷本,請填妥及簽署隨附之回條,並以已預付郵費的郵寄標籤寄回本公司之股份過戶登記處香港分處(「**股份過戶登記處香港分處**])卓佳雅柏勤有限公司(地址為香港夏慤道16號遠東金融中心17樓)(如在香港投寄毋須貼上郵票),或電郵至cra-ecom@hk.tricorglobal.com。本公司會因應 閣下之要求寄上本次企業通訊的印刷本,費用全免。

登記股東有責任提供有效的電子郵件地址。如 閣下尚未提供 閣下之電子郵件地址予本公司,或需更新 閣下之電子郵件地址,本公司建議 閣下填妥 及簽署隨附之回條,並按上述地址以郵寄方式交回本公司的股份過戶登記處香港分處或以電郵方式發送至cra-ecom@hk.tricorglobal.com。若本公司沒有收 到 閣下的有效電子郵件地址, 閣下將無法透過電子郵件方式收取以電子方式發送的企業通訊網站版本的登載通知(「登載通知」)及可供採取行動的企業 通訊。本公司只能以印刷本方式向 閣下發送登載通知及可供採取行動的企業通訊之印刷本予 閣下,直至股份過戶登記處香港分處收到 閣下有效的電 子郵件地址為止。

倘 閣下對本通知有任何查詢,請於星期一至星期五(香港公眾假期除外)上午9時至下午6時,致電股份過戶登記處香港分處熱線(852)29801333。

利亞零售有限公司 公司秘書 陳楚輝 謹啟

2024年4月16日

附註: 企業通訊包括本公司發佈或將予發佈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,公司年度輕目連同核數師報告以及(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;(g)代表委任表格;及(h)可供採取行動的企業通訊。

可供採取行動的企業通訊是指任何涉及要求股東指示其擬如何行使其有關股東權利的企業通訊。

#### 回條 **REPLY FORM**

Τo Convenience Retail Asia Limited (the "Company") (Stock Code: 00831)

(Incorporated in the Cayman Islands with limited liability) c/o Tricor Abacus Limited 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

利亞零售有限公司 (「本公司」)(股份代號:00831) (於開曼群島註冊成立之有限公司) 經卓佳雅柏勤有限公司 香港夏慤道16號 遠東金融中心17樓

I/We would like to receive the Current Corporate Communications and all future Corporate Communications in printed form in the manner indicated below: Part A 本人/我們現欲以下列方式收取本次企業通訊及所有日後企業通訊之印刷本:

(Please	e mark "✔" in ONLY ONE of the following boxes 請從下列選擇中,僅在其中一個空格內劃上「✔」號)
	I/We would like to receive a printed copy in the English language only; OR 本人/我們現欲收取一份英文印刷本;或
	I/We would like to receive a printed copy in the Chinese language only; OR 本人/我們現欲收取一份中文印刷本;或
	I/We would like to receive a printed copy <b>in both the English language and the Chinese language.</b> 本人/我們現欲收取 <b>英文和中文</b> 各一份印刷本。
Part l 乙部	
	(Please provide the email address in English Capital Letters) (請以英文正楷填寫電郵地址)
Name(s 股東姓	(s) of Shareholder(s): Signature: 全: (Please use BLOCK LETTERS 請用正楷填寫) 簽名:

地址:

(Please use BLOCK LETTERS 請用正楷填寫)

Contact telephone number: 聯絡電話號碼:

Notes 附註:

Address:

Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's Hong Kong branch share registrar, Tricor Abacus Limited or via email

Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's Hong Kong branch share registrar, Tricor Abacus Limited or via email to cra-ecom@hk.tricorglobal.com.
請填妥及簽署本表格,並以隨附已預付郵費的郵寄標籤貼於信封上,寄回本公司之股份過戶登記處香港分處卓佳雅柏勤有限公司,或電郵至cra-ecom@hk.tricorglobal.com。
Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void. If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this form in order to be valid.
請清楚填寫本表格。回條上若未有作出選擇、沒有簽名或沒有正確地填寫,均屬無效。如屬聯名股東,則本回條須按本公司股東名冊上聯名持有之股份戶口,由其姓名列於首位的股東簽署,方為有效。

- 請請養地寫本表格。回除上若未有作出選擇、沒有簽名或沒有正確地填寫,均屬無效。如屬聯名股東,則本回條須按本公司股東名冊上聯名持有之股份戶口,由其姓名列於育位的股東簽署,方為有效。
  The above instruction for part A will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's branch share registrar in Hong Kong or until expired on 31 December 2028 (whichever is earlier). Further request in writing will be required if a shareholder prefers to continue receiving printed copy of future Corporate Communications.

  上 延甲部指示適用於本公司向 閣下發出之所有日後企業通訊,直至 閣下以合理時間書面通知本公司之股份過戶登記處香港分處更改有關指示或直至2028年12月31日(以較早名為學。若股東希望繼續收到日後企業通訊的時以中,更多可以表現的自己的。If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions of the Corporate Communications.

  It is the responsibility of the Shareholder has provided a day to be deemed, until such time when such Shareholder has provided a vial and functional email address to the Share Registrar, to have elected to receive a notice of publication of the Corporate Communications by post.

  R 東有責任提供有效的電子郵箱地址。倘若本公司並無收到股東的電子郵件地址或所提供的電子郵件地址無效,則該股東將被視為已選擇以郵寄方式接收企業通訊網站版的通知,直至該股東向股份過戶登記處香港分處提供有效且可用的電子郵件地址為止。
  For the avoidance of doubt, we do not accept any special instructions written on this form.

  為免存提、在本回榜性出的任何商例手寫指示,公司第不予受理。
  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 director's report and 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 financial report; (b) the interim report and, where applicable, its summary financial report; (b) the interim report and, 3.

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PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and review to the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and review to the purposes and review to request the information or are otherwise relevant for the Purposes and review to the purposes and review the purposes and review to the purposes and review to the purpo

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Mailing Label 郵寄標籤

Tricor Abacus Limited 卓 佳 雅 柏 勤 有 限 公 司 Freepost No. 簡便回郵號碼: 10 GPO Hong Kong 香港