



TOM Group Limited
TOM集團有限公司

(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: 2383)

28 March 2024

Dear Shareholders,

Notification of Publication of (1) 2023 Annual Report, (2) Circular dated 28 March 2024 in relation to the Proposed General Mandates to Issue New Shares and Repurchase Shares, Re-election of Retiring Directors and Notice of Annual General Meeting (“Circular”), (3) Proxy Form and 2023 Sustainability Report and (4) New Arrangements on Dissemination of Corporate Communications

We are pleased to enclose the 2023 Annual Report, the Circular and the Proxy Form for your attention. Please note that the English and Chinese versions of these documents are also available on the Company’s website at www.tomgroup.com.

Shareholders who (i) have received these documents in either the English or Chinese language only and would like to receive a printed copy in the other language; or (ii) have chosen (or are deemed to have consented) to read the Company’s Corporate Communications (including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form) published on the Company’s website in place of receiving printed copies thereof and would now like to receive printed copy; or (iii) wish to change their choice of language and means of receipt of all future Corporate Communications of the Company, you are entitled to change your choice as to the means of receipt (i.e. in printed form or by electronic means through the Company’s website) and/or the language of the Company’s Corporate Communications at any time by reasonable prior notice in writing to the Company c/o the Hong Kong Share Registrar (the “**HK Share Registrar**”) or sending such a notice by email to tomgroup@computershare.com.hk.

2023 Sustainability Report is published in electronic form only under the “Sustainability” section of the Company’s website at www.tomgroup.com and the website of Hong Kong Exchanges and Clearing Limited (“**HKEX**”) at www.hkexnews.hk. If you wish to receive a printed copy of 2023 Sustainability Report, you may submit your request to the HK Share Registrar.

This notification sets out the new arrangements adopted by TOM Group Limited (the “**Company**”) on dissemination of its Corporate Communications and Actionable Corporate Communications, pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”).

Corporate Communications refers to any document 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 directors’ reports, annual accounts and auditor’s reports, interim reports, notices of meetings, listing documents, circulars and proxy forms.

Actionable Corporate Communications refers to any Corporate Communications that seek instructions from securities holders of the Company on how they wish to exercise their rights or make an election as securities holders of the Company.

1. Corporate Communications

The Company will continue to disseminate Corporate Communications to its shareholders using electronic means through the website of the Company at www.tomgroup.com (the “**Company Website**”) and the website of HKEX at www.hkexnews.hk (the “**HKEXnews Website**”, together with the Company Website, the “**Websites**”), and will only send Corporate Communications in printed form to a shareholder upon request.

Under the Listing Rules, the Company is no longer required to notify shareholders of the publication of Corporate Communications on the Websites (while Actionable Corporate Communications must be sent to shareholders individually – see 2 below). Shareholders are encouraged to subscribe for the News Alert service provided by HKEX (currently at https://www.hkex.com.hk/eng/invest/user/login_e.aspx). Through the News Alert service, subscribers will receive alerts when the Company publishes regulatory notices on the HKEXnews Website or when disclosure of interest filings are made in respect of the Company.

2. Actionable Corporate Communications

The Company is required by the Listing Rules to send Actionable Corporate Communications to each shareholder individually. Accordingly, the Company will send, make available or notify shareholders of the publication of future

Actionable Corporate Communications of the Company (or other Corporate Communications as the Company may decide) by email.

In order to receive future Actionable Corporate Communications of the Company (or other Corporate Communications as the Company may decide) by email, shareholders may provide their email address by:

- (a) scanning the shareholder's **personalised QR code** printed on the enclosed Reply Form to provide their email address – see **Option 1**; or
- (b) completing **Option 2** of the Reply Form and returning the duly signed Reply Form to HK Share Registrar by email to tomgroup@computershare.com.hk or by post to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

It is the responsibility of the shareholders to provide an email address that is functional. If the Company does not have the email address of a shareholder or the email address provided by the shareholder is not functional, the Company will only be able to send the future Actionable Corporate Communications to the shareholder in printed form together with a request form soliciting a functional email address of the shareholder.

If shareholders have previously provided an email address to the HK Share Registrar, they are not required to provide their email address again unless they wish to update the email address previously provided.

Certain Actionable Corporate Communications, because of their nature, can only be sent in printed form. Shareholders should note that such Corporate Communications will therefore be sent to their registered address by post, even they may have provided email addresses to the HK Share Registrar.

3. Request for Corporate Communications (including Actionable Corporate Communications) in printed form

All previous requests or instructions (if any) to the Company to receive Corporate Communications in printed form will no longer be valid. If any shareholder still wishes to receive Corporate Communications (including Actionable Corporate Communications) from the Company in printed form, please complete **Option 3** of the enclosed Reply Form and return the duly signed Reply Form to the HK Share Registrar by email or by post at its email or postal addresses provided in 2(b) above. **Any such request will expire and cease to be valid one year after receipt, or such shorter period when the request is revoked in writing by the shareholder concerned, or superseded by their subsequent written request.** Please note that if any shareholder wishes to continue to receive Corporate Communications in printed form after the expiry of the original request, the shareholder must submit a fresh request in writing.

If, for any reason, a shareholder has difficulty in gaining access to the Websites, the Company will, upon a request in writing by the shareholder to the HK Share Registrar by email or by post at its email or postal addresses provided in 2(b) above, send the relevant Corporate Communications to the shareholder in printed form free of charge.

Details of the above arrangements are available on the Company Website (Investor & Media Relations – Shareholder Information). A copy of the Reply Form can also be downloaded from the Websites for use, but the personalised QR Code (which is a shareholder specific code) is not printed on it, and thus only Option 2 and Option 3 will be available. Shareholders using a downloaded copy of the Reply Form should complete all the details required and return the duly signed Reply Form to the HK Share Registrar by email or by post at its email or postal addresses provided in 2(b) above.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from shareholders by 25 April 2024, and until the shareholders inform the HK Share Registrar, the shareholders are deemed to have consented to receive all future Corporate Communications through the Websites.

If shareholders have any questions about this notification, please contact the HK Share Registrar at (852) 2862 8558 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays), or send their questions by email to tomgroup@computershare.com.hk.

Yours faithfully,
For and on behalf of
TOM Group Limited