



HAO WEN HOLDINGS LIMITED
皓文控股有限公司
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 8019)

Dear Non-registered holders ^(Note 1),

11 September 2020

Hao Wen Holdings Limited (the “Company”)

Notice of Publication of the circular regarding proposed capital reduction of issued shares and sub-division of unissued shares and notice of extraordinary general meeting on the website of the Company (the “Current Corporate Communication”)

We are pleased to inform you that the English and Chinese versions of the Current Corporate Communication of the Company are available on the Company’s website at www.tricor.com.hk/web/service/008019 and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at www.hkexnews.hk.

If you would like to receive a printed version(s) of the Current Corporate Communication and future Corporate Communications ^(Note 2) of the Company, please complete the Request Form on the reverse side then sign and send it to the Company’s branch share registrar in Hong Kong (the “Branch Share Registrar”), Union Registrars Limited at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King’s Road, North Point, Hong Kong. If you post the Request Form in Hong Kong, you may use the mailing label at the bottom of the Request Form and need not to affix a stamp. Otherwise, please affix an appropriate stamp.

If for any reason you have difficulty in receiving or gaining access to the website version of the Current Corporate Communication posted on the Company’s website, we shall upon receipt of your notice send the Current Corporate Communication in printed form to you free of charge as soon as possible. Should you have any queries in relation to this letter, please call the Company’s Branch Share Registrar at Tel: (852) 2849 3399 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding public holidays.

Yours faithfully,
For and on behalf of
Hao Wen Holdings Limited
Tsui Annie
Chairperson

Note 1: This letter is addressed to Non-registered holders (“Non-registered holder” 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). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.

Note 2: Corporate Communication(s) refers to any document issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) the directors’ report and its annual accounts together with a copy of the auditors’ report thereon and, where applicable, its summary financial report; (b) the half-year report and, where applicable, its summary half-year report; (c) the quarterly report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.



HAO WEN HOLDINGS LIMITED
皓文控股有限公司
(於開曼群島註冊成立之有限公司)
(股份代號：8019)

致各位非登記持有人 ^(附註1)：

皓文控股有限公司 (「本公司」)

於本公司網站刊發有關建議削減已發行股份之股本及拆細未發行股份及股東特別大會通告之通函的通知 (「本次公司通訊」)

本公司欣然知會 閣下本次公司通訊的英文及中文版本已上載於本公司網站 www.tricor.com.hk/web/service/008019 及香港交易及結算有限公司 (「香港交易所」) 披露易網站 www.hkexnews.hk。

如 閣下欲收取本次公司通訊及本公司日後之公司通訊 (附註2) 之印刷本，請填妥本函背面的「申請表格」及簽署，然後將「申請表格」寄回本公司的香港股份過戶登記分處 (「股份過戶登記分處」)，聯合證券登記有限公司，地址為香港北角英皇道338號華懋交易廣場2期33樓3301-04室。倘若 閣下在香港投寄「申請表格」，可使用「申請表格」下方的郵寄標籤而毋須貼上郵票；否則請貼上適當的郵票。

閣下如因任何理由以致在收取或接收登載於本公司網站上的本次公司通訊遇到困難，本公司將於接到 閣下通知後，盡快向 閣下寄發本次公司通訊之印刷本，費用全免。若 閣下對此信函有任何疑問，請在辦公時間 (星期一至星期五上午九時正至下午五時正，公眾假期除外) 內致電本公司之股份過戶登記分處，電話(852) 2849 3399。

代表
皓文控股有限公司
主席
徐愛妮
謹啟

二零二零年九月十一日

附註1: 此函件乃向本公司之非登記持有人 (「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，以收取公司通訊) 發出。如果 閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背頁之申請表格。

附註2: 公司通訊指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動之任何文件，包括但不限於：(a) 董事局報告及本公司的年度賬目連同核數師報告；以及 (如適用) 財務摘要報告；(b) 半年度報告；以及 (如適用) 半年度摘要報告；(c) 季度報告；(d) 會議通告；(e) 上市文件；(f) 通函；及 (g) 委任代表表格。

Request Form 申請表格

To: **Hao Wen Holdings Limited (the “Company”)**
(Stock Code: 8019)
c/o Union Registrars Limited
Suites 3301-04, 33/F.
Two Chinachem Exchange Square
338 King’s Road
North Point, Hong Kong

致: 皓文控股有限公司 (「本公司」或「貴公司」)
(股份代號: 8019)
經聯合證券登記有限公司
香港北角英皇道338號
華懋交易廣場2期33樓3301-04室

I/We would like to receive the corporate communication* of the Company (the “Corporate Communication”) in the manner as indicated below:

本人/我們希望以下列方式收取貴公司之公司通訊* (「公司通訊」);

(Please tick only one box of the Request Form)

(請僅於本申請表格其中一個空格內劃上(「✓」)號)

- to read all future Corporate Communication published on the Company’s website at www.tricor.com.hk/web/service/008019 (the “Website Version”) in place of receiving printed copies, and receive the Company’s printed notification letter of the publication of the Corporate Communication on its website; **OR**
透過在本公司網站 www.tricor.com.hk/web/service/008019 瀏覽所有日後之公司通訊(「網上版本」), 以代替收取印刷本, 並收取公司通訊已在本公司網站發佈之通知書印刷本; 或
- to receive printed copies (in both English and Chinese) of all future Corporate Communication.
收取所有日後公司通訊之(英文及中文)印刷本。

Name(s)
姓名

Signature(s)
簽名

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact telephone number
聯絡電話號碼

Date
日期

Notes 附註:

- IMPORTANT: The above instructions will also apply to all Corporate Communication of the Company to be sent to you in the future until you notify to the Company’s Branch Share Registrar to the contrary or unless you have at any time ceased to have shareholdings in the Company.**
重要提示: 上述指示將同時適用於本公司日後發送予閣下之所有公司通訊, 直至閣下通知本公司之股份過戶登記分處另外之安排或在任何時候停止持有本公司的股份。
 - Please complete all your details clearly.
請閣下清楚填妥所有資料。
 - This Request Form is to be completed by the non-registered holders of the shares of the Company, whose shares are held in the Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Corporate Communication.
本申請表格應由本公司非登記股份持有人填寫。該等人士的股份存放於中央結算及交收系統(中央結算系統)並他們已經通過香港中央結算有限公司通知本公司, 希望收到公司通訊。
- * Corporate Communication(s) refers to any document issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) the directors’ report and its annual accounts together with a copy of the auditors’ report thereon and, where applicable, its summary financial report; (b) the half-year report and, where applicable, its summary half-year report; (c) the quarterly report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
- * 公司通訊指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動之任何文件, 包括但不限於: (a) 董事局報告及本公司的年度賬目連同核數師報告; 以及(如適用)財務摘要報告; (b) 半年度報告; 以及(如適用)半年度摘要報告; (c) 季度報告; (d) 會議通告; (e) 上市文件; (f) 通函; 及(g) 委任代表表格。



Please cut the mailing label and stick this on the envelope to return this Request Form to us.

No postage stamp necessary if posted in Hong Kong.
閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。
如在本港投寄毋須貼上郵票。

MAILING LABEL 郵寄標籤

Union Registrars Limited
聯合證券登記有限公司
Freepost No. 簡便回郵號碼 20 EDO
Hong Kong 香港