

Hong Kong branch
share registrar and
transfer office:
Computershare Hong Kong
Investor Services Limited
Shops 1712-1716
17th Floor
Hopewell Centre
183 Queen's Road East
Wanchai
Hong Kong

XINYI ELECTRIC STORAGE HOLDINGS LIMITED
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 08328)

Registered office:
Windward 3,
Regatta Office Park
PO Box 1350
Grand Cayman KY1-1108
Cayman Islands

**NON-UNDERWRITTEN RIGHTS ISSUE ON THE BASIS OF
ONE (1) RIGHTS SHARE FOR EVERY TEN (10) EXISTING SHARES
HELD ON THE RECORD DATE
AT THE SUBSCRIPTION PRICE OF HK\$5.52 PER RIGHTS SHARE
PAYABLE IN FULL ON ACCEPTANCE BY NO LATER THAN
4:00 P.M. ON WEDNESDAY, 7 SEPTEMBER 2022**

Head office and
principal place
of business in Hong Kong:
Unit 2116-2117
21st Floor
Rykadan Capital Tower
No.135 Hoi Bun Road
Kwun Tong, Kowloon
Hong Kong

EXCESS APPLICATION FORM

24 August 2022

Name(s) and address of Qualifying Shareholder(s)

Application can only be made by the Qualifying Shareholder(s) named here.

Total number of excess Rights Share(s) applied for

Box A

Total subscription monies paid for the excess Rights Shares in HK\$

Box B

To: The Directors
Xinyi Electric Storage Holdings Limited

Dear Sirs and Madams,

I/We, being the Qualifying Shareholder(s) of the Shares, hereby irrevocably apply for excess Rights Share(s) (write the number of shares in Box A) at the Subscription Price of HK\$5.52 per Rights Share under the Rights Issue, in respect of which I/we enclose a separate remittance by cheque or cashier's order in favour of "XINYI ELECTRIC STORAGE HOLDINGS LIMITED — EAF" and crossed "Account Payee Only" issued for HK\$ (write the full amount in Box B) being payment in full on application for the such number of excess Rights Shares. I/We hereby request you to allot such excess Rights Shares applied for, or any lesser number, to me/us and to send by ordinary post at my/our risk to the address shown above my/our Share certificate(s) for the number of additional Rights Shares as may be allotted to me/us in respect of this application and/or a cheque for any application monies refundable to me/us. I/We understand that allotment in respect of this application shall be made by the Directors at their discretion on a fair and equitable basis on certain principles as set forth in the Prospectus. I/We acknowledge that no preference will be given to applications made for topping odd lot holdings to whole board lot holdings. Subject to the availability of excess Rights Shares, the excess Rights Shares will be allocated to the Qualifying Shareholders who have applied for the excess application on a pro rata basis by reference to the number of excess Rights Shares applied for by them.

I/We, hereby undertake to accept such number of excess Rights Shares as may be allotted to me/us as aforesaid upon the terms set forth in the Prospectus and subject to the articles of association of the Company. In respect of any excess Rights Shares allotted to me/us, I/we authorise you to place my/our name(s) on the register of members of the Company as holder(s) of such Rights Shares.

1. 2. 3. 4.

Signature(s) of applicant(s) (all joint applicants must sign)

Name of bank on which
cheque/cashier's order is drawn: _____

Cheque/cashier's order number: _____

Date: _____ 2022

Contact telephone number: _____



額外申請表格編號

香港股份過戶登記分處：
香港中央證券登記有限公司
香港
灣仔
皇后大道東 183 號
合和中心
17 樓
1712-1716 號舖

信義儲電控股有限公司
(於開曼群島註冊成立之有限公司)
(股份代號：08328)

註冊辦事處：
Windward 3,
Regatta Office Park
PO Box 1350
Grand Cayman KY1-1108
Cayman Islands

按於記錄日期
每持有十(10)股現有股份獲發一(1)股供股股份的基準
以認購價每股供股股份5.52港元進行非包銷供股
股款須不遲於二零二二年九月七日(星期三)下午四時正前
於申請時全數繳足

總辦事處及
香港主要營業地點：
香港
九龍觀塘
海濱道 135 號
宏基資本大廈 21 樓
2116 至 2117 室

額外申請表格

二零二二年八月二十四日

合資格股東姓名/名稱及地址

只供本欄所列名之合資格股東作出申請。

所申請額外供股股份之總數目

甲欄

額外供股股份之應繳款總額(港元)

乙欄

致： 信義儲電控股有限公司
列位董事

敬啟者：

本人/吾等為股份合資格股東，現不可撤回地根據供股以每股供股股份5.52港元之認購價申請認購(填寫股份數目於甲欄)股額外供股股份，並隨附另行繳付款項為(填寫總金額於乙欄)港元之支票或銀行本票，註明抬頭人為「XINYI ELECTRIC STORAGE HOLDINGS LIMITED — EAF」及以「只准入抬頭人賬戶」方式劃線開出，作為申請認購上述數目額外供股股份須全數支付之股款。本人/吾等謹要求閣下配發予本人/吾等所申請(或任何較少數目)之額外供股股份，並按上列地址將本人/吾等就本認購申請所獲配發之額外供股股份數目之股票及/或任何有關應退還予本人/吾等之申請款項之退款支票以平郵投遞方式寄予本人/吾等，郵誤風險概由本人/吾等自行承擔。本人/吾等明白，董事將酌情按供股章程所載的若干原則根據公平及平衡基準分配額外供股股份。本人/吾等知悉為補足碎股至完整買賣單位而提出的申請將不獲優先處理。倘有足夠的額外供股股份，額外供股股份將分配予提供額外申請的合資格股東，基準為按其所申請的額外供股股份數目按比例分配。

本人/吾等承諾接納按供股章程所載條款及在貴公司之組織章程細則規限下可能配發予本人/吾等之該等額外供股股份之數目。就配發予本人/吾等之任何額外供股股份而言，本人/吾等授權閣下將本人/吾等之姓名列入貴公司股東名冊作為該等供股股份之持有人。

1. 2. 3. 4.

申請人簽署(所有聯名申請人均須簽署)

支票/銀行本票的
付款銀行名稱：_____

支票/銀行本票號碼：_____

日期：二零二二年____月____日

聯絡電話號碼：_____



IMPORTANT

Reference is made to the prospectus (the “**Prospectus**”) issued by Xinyi Electric Storage Holdings Limited (the “**Company**”) dated Wednesday, 24 August 2022 in relation to the Rights Issue. Unless the context requires otherwise, the capitalised terms used in the Prospectus shall have the same meanings when used herein.

THIS EXCESS APPLICATION FORM (“EAF”) IS VALUABLE BUT IS NOT TRANSFERABLE AND IS ONLY FOR THE USE BY THE QUALIFYING SHAREHOLDER(S) NAMED OVERLEAF WHO WISH(ES) TO APPLY FOR THE EXCESS RIGHTS SHARES IN ADDITION TO THOSE RIGHTS SHARES PROVISIONALLY ALLOTTED TO HIM/HER/IT/THEM. THIS EAF REQUIRES YOUR IMMEDIATE ATTENTION. THE OFFER CONTAINED IN THIS DOCUMENT AND THE ACCOMPANYING PAL EXPIRES AT 4:00 P.M. ON WEDNESDAY, 7 SEPTEMBER 2022 (OR UNDER BAD WEATHER CONDITIONS, SUCH LATER TIME OR DATE AS MENTIONED IN THE PARAGRAPHS UNDER “EFFECT OF BAD WEATHER ON THE LATEST TIME FOR ACCEPTANCE OF AND PAYMENT FOR THE RIGHTS SHARES AND FOR APPLICATION AND PAYMENT FOR EXCESS RIGHTS SHARES” IN THE SECTION HEADED “EXPECTED TIMETABLE” IN THE PROSPECTUS).

IF YOU ARE IN ANY DOUBT AS TO ANY ASPECT OF THIS EAF OR AS TO THE ACTION TO BE TAKEN, YOU SHOULD CONSULT YOUR STOCKBROKER, LICENSED SECURITIES DEALER OR OTHER REGISTERED INSTITUTION IN SECURITIES, BANK MANAGER, SOLICITOR, PROFESSIONAL ACCOUNTANT OR OTHER PROFESSIONAL ADVISERS.

Hong Kong Exchanges and Clearing Limited, the Stock Exchange and HKSCC take no responsibility for the contents of this EAF, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this EAF. The Rights Issue will proceed on a non-underwritten basis. The Prospectus Documents have not been and will not be registered or filed under the applicable securities legislation of any jurisdiction other than Hong Kong.

A copy of this EAF, together with a copy of the Prospectus, the PAL and other document specified in the paragraphs under “16. Documents Delivered to the Registrar of Companies” in Appendix III to the Prospectus, have been registered by the Registrar of Companies in Hong Kong as required by section 342C of the Companies (WUMP) Ordinance. The Registrar of Companies in Hong Kong, the Stock Exchange and the SFC take no responsibility for the contents of any of these documents.

Investors who have any doubt about their position are recommended to obtain professional advice from their advisers regarding dealings in the Shares or nil-paid Rights Shares during these periods.

Dealings in the Shares and the Rights Shares in both their nil-paid form and fully-paid forms may be settled through CCASS operated by HKSCC and you should consult your licensed securities dealers or other registered institution in securities, bank manager, solicitor, professional accountant or other professional advisers for details of those settlement arrangements and how such arrangements may affect your rights and interests.

Subject to the granting of the listing of, and permission to deal in, the Rights Shares in both their nil-paid and fully-paid forms on the Stock Exchange as well as compliance with the stock admission requirements of HKSCC, the Rights Shares in both their nil-paid and fully-paid forms will be accepted as eligible securities by HKSCC for deposit, clearance and settlement in CCASS with effect from the respective commencement dates of dealings in the Rights Shares in both their nil-paid and fully-paid forms on the Stock Exchange, or such other dates as determined by HKSCC. Settlement of transactions between participants of the Stock Exchange on any trading day is required to take place in CCASS on the second trading day thereafter. All activities under CCASS are subject to the General Rules of CCASS and CCASS Operational Procedures in effect from time to time.

重要提示

茲提述信義儲電控股有限公司(「本公司」)於二零二二年八月二十四日(星期三)就供股刊發之供股章程(「供股章程」)。除非文義另有所指，否則供股章程所界定之詞彙與本表格所採用者具有相同涵義。

本額外申請表格(「額外申請表格」)具有價值，但不可轉讓，並只供背頁所列明擬申請認購除暫定配發之供股股份以外之額外供股股份之合資格股東使用。本額外申請表格應即時處理。本文件及隨附之暫定配額通知書所載之供股要約將於二零二二年九月七日(星期三)下午四時正(或於惡劣天氣情況下，供股章程內「預期時間表」一節「惡劣天氣對接納供股股份及繳付股款以及申請額外供股股份及繳付股款之最後時限的影響」中數段所述之較後時間或日期)截止。

閣下如對本額外申請表格之任何方面或應採取之行動有任何疑問，應諮詢閣下之股票經紀、持牌證券交易商或其他註冊證券機構、銀行經理、律師、專業會計師或其他專業顧問。

香港交易及結算所有限公司、聯交所及香港結算對本額外申請表格之內容概不負責，對其準確性或完整性亦不發表任何聲明，並明確表示概不就因本額外申請表格全部或任何部分內容而產生或因倚賴該等內容而引致之任何損失承擔任何責任。供股將按非包銷基準進行。章程文件並無亦將不會根據香港以外任何司法權區之適用證券法例登記或存檔。

本額外申請表格之副本連同供股章程、暫定配額通知書及供股章程附錄三「16. 送呈公司註冊處處長之文件」中數段所述的其他文件之副本，已遵照公司(清盤及雜項條文)條例第342C條之規定向香港公司註冊處處長註冊。香港公司註冊處處長、聯交所及證監會對任何此等文件之內容概不負責。

投資者如對彼等之狀況有任何疑問，應諮詢彼等顧問有關於該等期間買賣股份或未繳股款供股股份之專業意見。

股份以及未繳股款及繳足股款供股股份之買賣可通過香港結算營運之中央結算系統結算。閣下應諮詢閣下之持牌證券交易商或其他註冊證券機構、銀行經理、律師、專業會計師或其他專業顧問，以了解結算安排詳情以及有關安排可能如何影響閣下之權利及權益。

待未繳股款及繳足股款供股股份獲准於聯交所上市及買賣，並符合香港結算之股份收納規定後，未繳股款及繳足股款供股股份將各自獲香港結算接納為合資格證券，可自各自開始於聯交所買賣當日或香港結算決定之其他日期起，在中央結算系統記存、結算及交收。聯交所參與者間於任何交易日進行之交易須於其後第二個交易日在中央結算系統進行交收。中央結算系統之一切活動均須依照不時有效之中央結算系統一般規則及中央結算系統的運作程序規則進行。

PROCEDURE FOR APPLICATION

This EAF should be completed, signed and lodged, together with payment by cheque or cashier's order as to HK\$5.52 per Rights Share for the number of excess Rights Shares applied for, with the Registrar, Computershare Hong Kong Investor Services Limited, at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, so as to be received by no later than 4:00 p.m. on Wednesday, 7 September 2022 (or, under bad weather conditions, such later time or date as mentioned in the paragraphs under "Effect of bad weather on the latest time for acceptance of and payment for the Rights Shares and for application and payment for excess Rights Shares" in the section headed "Expected timetable" in the Prospectus). All remittances must be made in Hong Kong dollars by cheques which must be drawn on an account with, or by cashier's orders which must be issued by, a licensed bank in Hong Kong and made payable to "**XINYI ELECTRIC STORAGE HOLDINGS LIMITED — EAF**" and crossed "**Account Payee Only**". All enquiries in connection with this EAF should be addressed to the Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. It is noted that the lodging of this EAF does not assume you of being allocated any Rights Share in excess of your provisional allotments.

Completion and return of this EAF together with a cheque or a cashier's order in payment for the excess Rights Shares applied for which are the subject of this form will constitute a warranty by the applicant(s) that the cheque or cashier's order will be honoured on first presentation. All cheques and cashier's orders accompanying a completed EAF will be presented for payment immediately following receipt, and all interest earned on such monies (if any) will be retained for the benefit of the Company. Without prejudice to the other rights of the Company in respect thereof, the Company reserves the right to reject any application for excess Rights Shares in respect of which the accompanying cheque or cashier's order is dishonoured on first presentation, and in that event, all rights thereunder will be deemed to have been declined and will be cancelled.

DISTRIBUTION OF THIS EAF AND THE OTHER PROSPECTUS DOCUMENTS

This EAF shall only be sent to the Qualifying Shareholders.

Distribution of this EAF and the other Prospectus Documents into jurisdictions other than Hong Kong may be restricted by law. Persons into whose possession this EAF or any of the other Prospectus Documents come (including, without limitation, agents, custodians, nominees and trustees) should inform themselves of and observe any such restrictions. Any failure to comply with those restrictions may constitute a violation of the securities laws of any such jurisdiction for which the Company will not accept any liability. **Any Shareholder or beneficial owner who is in any doubt as to his/her/its position should consult an appropriate professional adviser without delay. In particular, this EAF and the other Prospectus Documents should not be distributed, forwarded to or transmitted in, into or from any of the Specified Territories (as defined herein).** The Company reserves the right to refuse to accept any application for the Rights Shares where it believes that doing so would violate applicable securities legislations or other laws or regulations of any jurisdiction.

The Prospectus Documents will not be registered or filed under the applicable securities legislation of any jurisdictions other than Hong Kong.

申請手續

本額外申請表格填妥並簽署後，連同按申請額外供股股份數目支付每股供股股份5.52港元之款項的支票或銀行本票，須不遲於二零二二年九月七日(星期三)下午四時正(或於惡劣天氣情況下，供股章程內「預期時間表」一節「惡劣天氣對接納供股股份及繳付股款以及申請額外供股股份及繳付股款之最後時限的影響」中數段所述之較後時間或日期)交回過戶登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號合和中心17樓1712-1716號舖)。所有股款須以港元支票繳付，以香港持牌銀行戶口開出之支票或以香港持牌銀行發出之銀行本票支付，須註明抬頭人為「**XINYI ELECTRIC STORAGE HOLDINGS LIMITED — EAF**」，並以「**只准入抬頭人賬戶**」劃線方式開出。所有有關本額外申請表格之查詢均須寄交過戶登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號合和中心17M樓)。敬請注意，送交該額外申請表格並不會假定閣下獲分配超過閣下暫定配額的任何供股股份。

填妥之額外申請表格連同所申請額外供股股份之付款支票或銀行本票交回後將構成申請人之一項保證表示該支票或銀行本票於首次過戶時可獲兌現。所有支票及銀行本票隨附填妥之額外申請表格於收訖後立即過戶而有關款項之所有利息(如有)撥歸本公司所有。在不影響本公司其他有關權利之情況下，本公司有權在隨附支票或銀行本票首次過戶未能兌現時拒絕受理任何有關之額外供股股份申請，且在此情況下，其項下所有權利將被視為遭拒絕及將予以註銷。

派發本額外申請表格及其他章程文件

本額外申請表格只可向合資格股東寄發。

派發本額外申請表格及其他章程文件至香港以外的司法權區可能受法律限制。擁有本額外申請表格或任何其他章程文件的人士(包括(並不限於)代理人、保管人、代名人及受託人)須知悉並遵守任何有關限制。未能遵守該等限制可能構成違反任何有關司法權區的證券法例，本公司將不對此承擔任何責任。**任何股東或實益擁有人如對其狀況有任何疑問，應盡快諮詢合適之專業顧問。尤其是，本額外申請表格及其他章程文件不應於任何特定地區(定義見本文件)派發、送交或送呈。**倘本公司相信接納任何供股股份申請會違反任何司法權區之適用證券法例或其他法例或規例，則本公司保留拒絕接納任何有關申請之權利。

章程文件將不會在香港以外任何司法權區之適用證券法例註冊或存檔。

QUALIFYING SHAREHOLDERS AND EXCLUDED SHAREHOLDERS

To qualify for the Rights Issue and to apply for excess Rights Shares under this EAF, a Shareholder must have been registered as a member of the Company as at Thursday, 18 August 2022 and be a Qualifying Shareholder.

Excluded Shareholders are those Shareholder(s) whose name(s) appear(s) on the register of members of the Company on the Record Date and whose address(es) as shown on such register is/are outside Hong Kong where the Directors, after making enquiries regarding the legal restrictions under the laws of the relevant places or the requirements of the relevant regulatory bodies or stock exchanges in such place (the “**Specified Territories**”), consider it necessary or expedient to exclude any such Shareholders from the Rights Issue.

No person receiving this EAF and/or any other Prospectus Document in any territory outside Hong Kong may treat it as an offer or invitation to apply for excess Rights Shares, unless in a territory where such an offer or invitation could lawfully be made without compliance with any registration or other legal or regulatory requirements thereof. In those circumstances, this EAF and/or the other Prospectus Documents must be treated as sent for information only and should not be copied or redistributed.

GENERAL

You will be notified by the Company of any allotment of excess Rights Shares made to you. If no excess Rights Shares are allotted to you, a refund cheque for the full amount tendered on application (without interest) will be posted to you by ordinary post at your own risk and, if the number of excess Rights Shares allotted to you is less than the number applied for, a cheque for the surplus application monies (without interest) will be posted to you by ordinary post at your own risk. Such posting is expected to take place on or before Friday, 16 September 2022. Any such cheque will be drawn in favour of the applicant(s) named on this EAF (or in case of joint applicants, the first-named applicant). It is expected that share certificates in respect of the excess Rights Shares allotted to you will be posted by ordinary post to the registered address shown in this EAF at your own risk on or before Friday, 16 September 2022. All documents, including cheques for amounts due, will be sent by ordinary post at the risk of the relevant applicants or other persons entitled thereto. This EAF and all applications pursuant to it shall be governed by and construed in accordance with the laws of Hong Kong. References in this EAF to times and dates are to Hong Kong times and dates unless otherwise stated. In case of any inconsistency between the English and Chinese version of this EAF, the English version will prevail.

If you have questions in relation to the EAF, please address your questions to the Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong during business hours from 9:00 a.m. to 4:30 p.m., Monday to Friday (other than Hong Kong public holidays).

合資格股東及除外股東

為符合資格參與供股及根據本額外申請表格申請額外供股股份，股東於二零二二年八月十八日(星期四)須為本公司之登記股東，且為合資格股東。

除外股東指於記錄日期名列本公司股東登記冊，及該登記冊上所示地址位於香港境外之股東，而董事於查詢相關地區法律之法律限制或該地區(「**特定地區**」)相關監管機構或證券交易所之規定後，認為撇除任何有關股東參與供股乃屬必要或適宜。

任何人士如在香港以外任何地區收到額外申請表格及／或任何其他章程文件，除非在可合法提呈有關要約或邀請而毋須遵守其任何登記或其他法律或監管規定之地區，否則不可視作申請供股股份之要約或邀請。在該等情況下，本額外申請表格及／或其他章程文件須視為僅供參照處理，亦不應複製或轉發。

一般事項

閣下將接獲本公司通知有關閣下所獲配發之任何額外供股股份配額。倘閣下未獲配發任何額外供股股份，則閣下在申請認購時所付款項(不計息)之退款支票及如閣下獲配發之額外供股股份數目少於所申請數目，則多繳之申請款項(不計息)之退款支票預期將於二零二二年九月十六日(星期五)或之前以平郵方式退還予閣下，郵誤風險概由閣下自行承擔。任何該等支票將以本額外申請表格所列名之申請人(或倘為聯名申請人，則為排名首位之申請人)為抬頭人。預期有關獲配發額外供股股份之股票將於二零二二年九月十六日(星期五)或之前以平郵方式按本額外申請表格所示登記地址寄出，郵誤風險概由閣下自行承擔。所有文件(包括應付款額之支票)將以平郵投遞方式寄發予有關申請人或其他有權收取人士，郵誤風險概由彼等自行承擔。本額外申請表格及所有據此作出之申請均須受香港法律規限及根據香港法律詮釋。除另有說明者外，本額外申請表格內所提及之時間及日期均為香港時間及日期。如本額外申請表格的中英文版本有任何不一致，則以英文版本為準。

倘若閣下對額外申請表格有任何疑問，請於星期一至星期五(香港公眾假期除外)上午九時正至下午四時三十分之營業時間將閣下的問題提交過戶登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號合和中心17M樓)。

By completing, signing and submitting this EAF, you agree to disclose to the Company and/or the Registrar and/or their respective advisers and agent's personal data and any information which they require about you or the person(s) for whose benefit you have made the application for excess Rights Shares. The Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (the "PD(P)O") provides the holders of securities with rights to ascertain whether the Company or the Registrar hold their personal data, to obtain a copy of that data, and to correct any data that is inaccurate. In accordance with the PD(P)O, the Company and the Registrar have the right to charge a reasonable fee for the processing of any data access request. All requests for access to data or correction of data or for information regarding policies and practices and the kinds of data held should be addressed to (i) the Company, at its head office and principal place of business at Unit 2116-2117, 21st Floor, Rykadan Capital Tower, No.135 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong or as notified from time to time in accordance with applicable law, for the attention of the Company Secretary or (ii) (as the case may be) the Registrar at its address set forth above.

**A SEPARATE CHEQUE OR CASHIER'S ORDER MUST ACCOMPANY EACH APPLICATION
NO RECEIPT WILL BE GIVEN FOR REMITTANCE**

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倘若填妥、簽署及交回本額外申請表格，閣下同意向本公司及／或過戶登記處及／或彼等各自之顧問及代理披露個人資料及彼等所需而有關於閣下或閣下為其利益而申請額外供股股份的人士之任何資料。香港法例第486章《個人資料(私隱)條例》(「《個人資料(私隱)條例》」)給予證券持有人權利可確定本公司或過戶登記處是否持有其個人資料，索取有關資料之副本，以及改正任何不準確之資料。根據《個人資料(私隱)條例》，本公司及過戶登記處有權就處理任何查閱資料之要求收取合理費用。有關查閱資料或改正資料或有關政策及慣例以及持有資料種類之資料的所有要求，應寄往(i)本公司之總辦事處及主要營業地點(地址為香港九龍觀塘海濱道135號宏基資本大廈21樓2116至2117室)或根據適用法律不時通知之地點並以公司秘書為收件人，或(ii)(視情況而定)於上文所示地址之過戶登記處。

每份申請須隨附獨立開出之支票或銀行本票

本公司將不另發股款收據

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