



## YING KEE TEA HOUSE GROUP LIMITED

英記茶莊集團有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 8241)

15 November 2023

Dear Shareholder,

### Elections of Means of Receipt and Language of Corporate Communications

Pursuant to Rules 16.04A and 16.04B of the GEM Listing Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, we write to inform you that you may receive future corporate communications of the Company (“**Corporate Communications**”), which includes any document(s) to be issued by the Company for the information or action of any holders of its securities, including but not limited to: (a) directors’ reports, annual accounts together with the auditors’ reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips.

You may choose to:

- (i) read the Corporate Communication published on the Company’s website (“**Website Version**”) instead of receiving printed copies;
- (ii) receive a printed English version of the Corporate Communication only;
- (iii) receive a printed Chinese version of the Corporate Communication only; or
- (iv) receive both the printed English and Chinese versions of the Corporate Communication.

To contribute to the protection of our environment, we encourage you to choose the Website Version of the published Corporate Communications. Even if you have chosen the Website Version, you reserve the right to change your choice at any time by giving reasonable notice in writing to the Company’s branch share registrar in Hong Kong, Tricor Investor Services Limited.

Please mark a “√” in the appropriate box on the enclosed reply form (“**Reply Form**”) and sign and return it by post or by hand to the Company’s branch share registrar in Hong Kong, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong on or before 13 December 2023. If you post your Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp on the envelope when returning your Reply Form. Otherwise, please affix an appropriate stamp.

**If the Company does not receive a duly completed and signed Reply Form from you (or another response from you indicating that you object to receiving the Website Version of Corporate Communications) on or before 13 December 2023, you will be deemed, until you inform the Company C/O its branch share registrar otherwise by reasonable notice in writing, to the Company’s branch share registrar in Hong Kong at the above address or by email to [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com), to have elected to receive all future Corporate Communications by Website Version instead of receiving them in printed form.** In such event, when the Company issues a Corporate Communication, it will only send you a notification that the Corporate Communication has been made available on the Company’s website. The notification will be sent to you by email or by post at your address as it appears in the Company’s register of members maintained by the Company’s branch share registrar in Hong Kong.

You may at any time elect (i) to receive future Corporate Communications in printed form instead of Website Version or vice versa, or (ii) change the language in which you receive Corporate Communications in printed form. Such election shall be provided via reasonable notice in writing to the Company C/O its branch share registrar in Hong Kong at the above address or by email to [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com). If you have elected (or are deemed to have elected) to receive Corporate Communications by Website Version and for any reason have difficulty in obtaining access to Corporate Communications on the Company’s website, the Company or the Company’s branch share registrar in Hong Kong will upon request send the relevant Corporate Communications to you in printed form free of charge.

Please note that English and Chinese versions of all future Corporate Communications will be available (a) in printed form from the Company or the Company’s branch share registrar in Hong Kong on request and (b) on the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) and on the Company’s website at <https://www.yingkeetea.com/en/index.php>.

Should you have any queries relating to this letter, please contact the Company’s branch share registrar in Hong Kong at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

Yours Faithfully  
For and on behalf of  
**Ying Kee Tea House Group Limited**  
**Chan Kwong Yuen**  
Chairman