

(Incorporated in Bermuda with limited liability)
(Stock Code: 08186)

23 April 2024

Dear Shareholders,

## **Election of Means of Receipt of Corporate Communications**

Pursuant to the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") and the bye-laws of Almana Limited (the "Company"), shareholders of the Company may elect to receive Corporate Communications (i) in printed form in English and Chinese or (ii) by electronic means through the websites of the Stock Exchange and the Company.

To make your election, please complete and sign the election form and return to the Company at 35/F, Two Pacific Place, 88 Queensway, Admiralty, Hong Kong.

You are recommended to elect the electronic version for protection of our environment. If you choose to accept the electronic version, please provide your email address for receiving future notification letters and Actionable Corporate Communications in electronic form by email. Otherwise, the Company will send the notification letters and the Actionable Corporate Communications in hard copies by post to you. You may change your means of receiving Corporate Communications by giving prior notice of not less than seven days in writing by post to the Company. Please note that the English and Chinese versions of all future Corporate Communications will be available on the websites of the Stock Exchange and the Company and the hard copies will be available upon request.

If the Company does not receive your duly completed and signed the election form or written objection to receiving Corporation Communications by electronic version on or before 21 May 2024, you (i) will be deemed to consent to accepting the electronic version of all future Corporate Communications, and (ii) will receive future notification letters of the Corporate Communications published on the websites of the Stock Exchange and the Company by post.

If you have any question, please contact Computershare Hong Kong Investor Services Limited, the share registrar of the Company during business hours from Monday to Friday (excluding Hong Kong public holidays) between 23 April and 21 May 2024.

By Order of the Board

Almana Limited

Leung Ka Ho

Company Secretary

- 1. Corporate Communications: any document for the information or action of holders of the Company's securities, including but not limited to directors' report and annual accounts together with auditors' report, interim report, notice of meeting, listing document, circular or proxy form.
- Actionable Corporate Communications: any Corporate Communication that requires instruction from shareholder on how they wish to exercise their
  right or make election, including but not limited to dividend payment election form, rights issue or open offer excess application form, rights issue
  provisional allotment letter, applications form for entitlement under open offer and acceptance form for takeover, merger and share buy-back.

Election Form	
35/F 38 Ç	nana Limited (the "Company") F, Two Pacific Place Queensway, Admiralty g Kong
	e wish to receive the future Corporate Communications in the manner as indicated below: ase mark "\( \sigma \)" in ONLY ONE of the following boxes.)
	to access all future Corporate Communications published on the websites of the Stock Exchange and the Company only and accepthem in place of receiving printed copies.
	Email Address:  (Please provide your email address for receiving future notification letters and Actionable Corporate Communications in electronic form by email. Otherwise, the Company will send the notification letters and the Actionable Corporate Communications in hard copies by post to you.)
	to receive the printed English and Chinese versions of all future Corporate Communications.
	Name of Shareholder: Telephone Number:  Address:
	Ci-mature.

## Notes:

- 1. If the Company does not receive your duly completed and signed election form or written objection to receiving Corporate Communication in electronic version on or before 21 May 2024, you (i) will be deemed to accepting the electronic version of all future Corporate Communications in place of printed copies, and (ii) will receive future notification letters of the Corporate Communications published on the websites of the Stock Exchange and the Company and the Actionable Corporate Communication by post.
- 2. If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company should sign on this election form.
- 3. You are entitled to change your means of receiving future Corporate Communications by serving prior notice of not less than seven days to the Company by post.
- 4. For the avoidance of doubt, we do not accept any other special instruction written on this election form.
- 5. If you have any question, please contact Computershare Hong Kong Investor Services Limited, the share registrar of the Company during business hours from Monday to Friday (excluding Hong Kong public holidays) between 23 April and 21 May 2024.
- 6. Corporate Communications: any document for the information or action of holders of the Company's securities, including but not limited to directors' report and annual accounts together with the auditors' report, interim report, notice of meeting, listing document, circular or proxy form.
- 7. Actionable Corporate Communications: any Corporate Communication that requires instruction from shareholders on how they wish to exercise their right or make election, including but not limited to dividend payment election form, rights issue or open offer excess application form, rights issue provisional allotment letter, application form for entitlement under open offer and acceptance form for takeover, merger and share buy-back.

## **Personal Information Collection Statement**

"Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Cap 486. Your supply of your personal data in this election form is on a voluntary basis for verifying and recording your election. The Company may transfer your personal data to its service providers who provide administrative, computer or other services to it for use in connection with such purposes and to such parties who are authorised by law to request the information or are otherwise relevant for such purposes and need to receive the information. Your personal data will be retained for such period as may be necessary to fulfil such purposes. Request for access to and/or correction of your personal data can be made in writing addressed to the Company.