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)

22 July 2025

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 share registrar, 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 share registrar, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong on or before 15 August 2025. 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 15 August 2025, you will be deemed, until you inform the Company C/O its share register otherwise by reasonable notice in writing, to the Company's share registrar at the above address or by email to 8241-ecom@vistra.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 share registrar.

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 share registrar at the above address or by email to 8241-ecom@vistra.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 share registrar 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 share registrar on request and (b) on the website of The Stock Exchange of Hong Kong Limited at 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 share registrar 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

Shareholder's information (English full name and address)

英記茶莊 YING KEE TEA HOUSE

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)

Reply Form

To: **Ying Kee Tea House Group Limited (the "Company") (Stock Code: 8241)**
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

I/We would like to receive the future Corporate Communications# of the Company in the manner as indicated below:
(Please "✓" **ONLY ONE** of the following boxes.)

☐ to access all future Corporate Communications by **electronic means** through the Company's website (the "**Website Version**") instead of receiving printed copies, and receive an email notification to my/our email address below or a notification letter of the publication of the Corporate Communications on the Company's website;

(Please provide the email address in English Capital Letters and the email address will be used for email notification of the release of the Corporate Communications only. If no email address is provided, a printed notification letter of the posting of Corporate Communications on the website of the Company will be sent to you by post at your address as appearing in the Company's register of members.)

☐ to receive the **printed English version** of all future Corporate Communications **ONLY**;

☐ to receive the **printed Chinese version** of all future Corporate Communications **ONLY; OR**

☐ to receive both the **printed English and Chinese versions** of all future Corporate Communications.

Signature(s): _____

Contact Telephone Number: _____ Date: _____

Notes:
1. Please complete all your details clearly. Any Reply Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.
2. By selecting to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
3. If the Company does not receive this reply form from you by 15 August 2025, you are deemed to have consented to receive the Company's Corporate Communications on the Company's website. Therefore, the Company will send you a notification letter of the publication of the Corporate Communications on the Company's website and you can read all future Corporate Communications via the Website Version.
4. If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.
5. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company's share registrar, Tricor Investor Services Limited, by reasonable notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 8241-ecom@vistra.com.
6. You are entitled at any time by reasonable notice in writing to the Company's share registrar to change your choice of means of receipt and/or language of future Corporate Communications.
7. For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.

Corporate Communication(s) refer 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) 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.

PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "**PDPO**"), which may include but not limited to your name, contact telephone number, email address and mailing address.
Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.
You have the right to request access to and/or correction of the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:
By mail to: Privacy Compliance Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong
By email to: is-enquiries@vistra.com

(Please cut along the dotted line. 請沿虛線剪下。)

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

No postage stamp is required for local mailing

當 閣下寄回此回條時,請將此郵寄標籤剪貼於信封上。
如在本港投寄， 閣下無需支付郵費或貼上郵票

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港
Ying Kee Tea (8241)