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)

(於香港註冊成立的有限公司)

(Stock Code 股份代號: 8241)

NOTIFICATION LETTER 通知信函

22 July 2025

Dear Shareholder,

Ying Kee Tea House Group Limited (the "Company")
— Notification of publication of Annual Report 2025, Circular, Notice of the Annual General Meeting and Proxy Form ("Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at https://www.yingkeetea.com/en/index.php and the website of The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**") at www.hkexnews.hk, or the printed form(s) of Current Corporate Communication is/are enclosed according to our agreed arrangement (if applicable).

You may at any time by reasonable prior notice in writing to the Company c/o the Company's share registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 8241-ecom@vistra.com elect to receive future Corporate Communications in printed form instead of by Website Version, or by Website Version instead of in printed form. If you have elected (or are deemed to have elected) to receive Corporate Communications by Website Version and for any reason have difficulty in receiving or gaining access to Corporate Communications on the Company's website, the Company will upon request send the relevant Corporate Communications to you in printed form free of charge.

Please tick the appropriate box on the change request form ("**Change Request Form**") on the reverse side and sign and return it by post or by hand to the Company c/o the Company's share registrar, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. If you post your Change Request Form in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp.

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

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

Note: Corporate Communications include 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.

各位股東：

英記茶莊集團有限公司(「本公司」)
－ 於本公司網站刊發二零二五年年報、通函、股東週年大會通告及代表委任表格(「本次公司通訊」)之發佈通知

本公司的本次公司通訊之中、英文版本已上載於本公司網站https://www.yingkeetea.com/en/index.php及香港聯合交易所有限公司(「**聯交所**」)之網站www.hkexnews.hk或本公司已按　閣下同意的安排附上本次公司通訊之印刷本(如適用)。

閣下可隨時透過本公司的股份過戶登記處(地址為香港夏慤道16號遠東金融中心17樓)向本公司在合理時間內發出事先書面通知或以電郵方式發送至8241-ecom@vistra.com選擇收取日後公司通訊的印刷本以取代網上版本(或收取網上版本以取代印刷本)。倘若　閣下已選擇(或被視為已選擇)收取本公司網站登載的公司通訊的網上版本惟因任何原因以致在收取或接收本公司網站上的公司通訊出現困難本公司將於收到　閣下要求後寄上相關公司通訊的印刷本費用全免。

請　閣下於本函背面之更改申請表格(「**更改申請表格**」)上適當空格劃上「✓」號並經簽署後寄回或以專人送達方式透過本公司的股份過戶登記處卓佳證券登記有限公司(地址為香港夏慤道16號遠東金融中心17樓)交回本公司。倘若在香港投寄更改申請表格　閣下可使用更改申請表格上的郵寄標籤寄回而毋須在信封上貼上郵票；否則，請貼上適當郵票。

請注意就所有日後公司通訊的英文及中文版而言　閣下可以(a)向本公司或本公司的股份過戶登記處索取印刷本及(b)在本公司網站https://www.yingkeetea.com/en/index.php及聯交所網站www.hkexnews.hk查閱。

閣下如有任何與本函件有關的疑問請在辦公時間內致電本公司的股份過戶登記處(852) 2980 1333，辦公時間為星期一至星期五(香港公眾假期除外)上午9時正至下午5時正。

代表
英記茶莊集團有限公司
主席
陳廣源
謹啟

2025年7月22日

附註：　公司通訊文件包括但不限於：(a)董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；(f)代表委任表格；及(g)確認回條。

Shareholder's information (English full name and address)
股東資料(英文全名及地址)

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YING KEE TEA HOUSE

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英記茶莊集團有限公司
(Incorporated in Hong Kong with limited liability)
(於香港註冊成立的有限公司)
(Stock Code 股份代號: 8241)

Change Request Form 更改申請表格

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

致： **英記茶莊集團有限公司(「本公司」)**
(股份代號：8241)
經卓佳證券登記有限公司轉交
香港夏慤道16號
遠東金融中心17樓

I/We would like to change the choice of language and means of receipt of future Corporate Communications of the Company as indicated below:
本人／我們現在希望更改以下列方式收取　貴公司日後公司通訊文件之語言版本及收取途徑：

(Please mark a "✓" in **ONLY ONE** of the following boxes. 請從下列選擇中，**僅**在其中**一個**空格內劃上「✓」號。)

☐ to access all future Corporate Communications by electronic means through the Company's website ("**Website Version**") instead of receiving printed copies by mail, 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; OR
透過本公司網站以電子方式瀏覽所有日後公司通訊(「**網上版本**」)以代替通過郵件收取印刷本，並向本人／我們發出電郵通知(本人／我們之電郵地址如下)或就於本公司網站登載公司通訊發出通知函件；或

☐ to receive the **printed English version** of all future Corporate Communications **ONLY; OR**
僅收取所有日後公司通訊的**英文印刷本**；**或**

☐ to receive the **printed Chinese version** of all future Corporate Communications **ONLY; OR**
僅收取所有日後公司通訊的**中文印刷本**；**或**

☐ to receive both the **printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊的**英文及中文印刷本**。

Signature: 簽署：_____　Contact number: 聯絡電話：_____　Date: 日期：_____

Notes 附註：

1. Please complete all your details clearly. Any Change Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.
請　閣下清楚填妥所有資料。本公司將有酌情權決定任何未有清楚填妥或填寫不正確之更改申請表格無效。
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.
於選擇收取公司通訊之網上版本以代替收取印刷本後，　閣下已明示同意放棄收取公司通訊印刷本的權利。
3. 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 Change Request Form in order to be valid.
如屬聯名股東，則本更改申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
4. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company c/o Tricor Investor Services Limited, the share registrar and transfer office of the Company ("**Share Registrar**"), 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.
上述指示適用於發送予　閣下之所有日後公司通訊，直至　閣下透過本公司股份過戶登記處(「**股份登記處**」)卓佳證券登記有限公司向本公司發出合理時間的事先書面通知至香港夏慤道16號遠東金融中心17樓或電郵至8241-ecom@vistra.com作出更改為止。
5. You are entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registrar to change your choice of means of receipt of future Corporate Communications.
閣下有權隨時透過股份過戶登記處向本公司發出合理時間的事先書面通知，以更改　閣下就收取日後公司通訊之收取方式的選擇。
6. For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form.
為免存疑，本公司概不接受於本更改申請表格上書寫之任何額外指示。

\# Corporate Communications refer to any documents 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.
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的任何文件，包括但不限於：(a)董事會報告、年度賬目連同核數師報告及（如適用）財務摘要報告；(b)中期報告及（如適用）中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；(f)代表委任表格；及(g)確認回條。

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

Please cut the mailing label and stick it on an envelope to return this Change Request Form to us.
No postage is necessary if posted in Hong Kong.

當　閣下寄回本更改申請表格時，請將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)