

SHUN TAK HOLDINGS LIMITED

信德集團有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code: 242)

(股份代號: 242)

NOTIFICATION LETTER 通知信函

29 April 2022

Dear Non-registered Holder(s)<sup>(Note 1)</sup>,

**Shun Tak Holdings Limited (the “Company”)**  
– Notice of Publication of 2021 Annual Report (“Current Corporate Communication”) and 2021 Sustainability Report (the “Sustainability Report”)

The English and Chinese versions of the Company’s Current Corporate Communication and Sustainability Report are available on the Company’s website at [www.shuntakgroup.com](http://www.shuntakgroup.com) and The Stock Exchange of Hong Kong Limited’s website at [www.hkexnews.hk](http://www.hkexnews.hk) (the “HKEx’s website”). You may access the Current Corporate Communication and Sustainability Report through the Company’s website or the HKEx’s website.

If you want to receive a printed version of the Current Corporate Communication, please complete the request form (the “Request Form”) on the reverse side and return it to the Company c/o the Company’s share registrar, Computershare Hong Kong Investor Services Limited by using the mailing label at the bottom of the Request Form (a stamp is not required if posted in Hong Kong). The address of the Company’s share registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company’s website or the HKEx’s website.

Please note that your instruction on the Request Form will apply to all future Corporate Communications<sup>(Note 2)</sup> of the Company to be sent to you until you notify the Company c/o the Company’s share registrar to the contrary or unless you have at any time ceased to hold shares in the Company.

You may access the Sustainability Report by clicking on the homepage of the Company’s website at [www.shuntakgroup.com](http://www.shuntakgroup.com) and the HKEx’s website. If you wish to receive a printed copy of the Sustainability Report, you may submit your request to the Company’s share registrar by post at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk).

Should you have any queries relating to any of the above matters, please call the Company’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays or send an email to [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk).

Yours faithfully,  
For and on behalf of  
**SHUN TAK HOLDINGS LIMITED**  
Angela Tsang  
Company Secretary

- Notes: (1) This letter is addressed to Non-registered Holder (“Non-registered Holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.
- (2) Corporate Communications refer to any documents issued or to be issued by the Company including but not limited to (a) the directors’ report, annual accounts together with a copy of the auditors’ report and, where applicable, summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位非登記持有人<sup>(註 1)</sup>：

信德集團有限公司（「本公司」）  
– 2021 年年報（「本次公司通訊」）及 2021 年可持續發展報告（「可持續發展報告」）之發佈通知

本公司本次公司通訊及可持續發展報告的英文及中文版本已登載於本公司網站 [www.shuntakgroup.com](http://www.shuntakgroup.com) 及香港聯合交易所有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk)（「聯交所網站」）。閣下可在本公司網站或聯交所網站閱覽本次公司通訊及可持續發展報告。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的申請表格（「申請表格」），並使用申請表格下方的郵寄標籤寄回本公司經股份過戶登記處香港中央證券登記有限公司（如在香港投寄則毋須貼上郵票）。本公司之股份過戶登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。申請表格亦可於本公司網站或聯交所網站內下載。

請注意 閣下填寫於申請表格上的指示將適用於日後寄發予閣下之本公司所有公司通訊<sup>(註 2)</sup>，直至閣下通知本公司之股份過戶登記處另外之安排或閣下在任何時候停止持有本公司股份。

閣下可於本公司網站 [www.shuntakgroup.com](http://www.shuntakgroup.com) 及聯交所網站取得可持續發展報告。如閣下欲收取可持續發展報告之印刷本，閣下可向本公司之股份過戶登記處（郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵到 [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk)）提出有關要求。

如閣下對本函內容有任何疑問，請致電本公司電話熱線(852) 2862 8688，辦公時間為星期一至五（公眾假期除外）上午 9 時正至下午 6 時正或電郵到 [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk)。

代表  
信德集團有限公司  
公司秘書  
曾美珠  
謹啓

2022 年 4 月 29 日

- 註：(1) 此函件乃向本公司之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊）發出。如果閣下已經出售或轉讓所持有之本公司股份，則毋須理會本函件及背面的申請表格。
- (2) 公司通訊指本公司發出或將予發出的任何文件，包括但不限於(a)董事會報告、年度賬目連同核數師報告以及（如適用）財務摘要報告；(b)中期業績報告及（如適用）中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

STKH-29042022-1(0)



## REQUEST FORM 申請表格

**To: SHUN TAK HOLDINGS LIMITED (the "Company")**  
**(Stock Code: 242)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre,  
 183 Queen's Road East, Wanchai, Hong Kong

**致: 信德集團有限公司 (「公司」)**  
**(股份代號: 242)**  
 經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 17M 樓

I/We would like to receive the Corporate Communications\* of the Company in the manner as indicated below:  
 本人/我們希望以下列方式收取公司的公司通訊\*：

(Please mark "X" 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「X」號)

- to receive the **printed English version** of all Corporate Communications ONLY; **OR**  
 僅收取所有公司通訊的**英文印刷本**；或
- to receive the **printed Chinese version** of all Corporate Communications ONLY; **OR**  
 僅收取所有公司通訊的**中文印刷本**；或
- to receive **both the printed English and Chinese versions** of all Corporate Communications.  
 同時收取所有公司通訊的**英文及中文印刷本**。

Name(s) of Non-registered Holder(s):  
 非登記持有人姓名

Signature(s):  
 簽名

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact telephone number:  
 聯絡電話號碼

Date:  
 日期

**Notes 附註：**

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
  - This letter is addressed to Non-registered Holders ("Non-registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).  
此函件乃向本公司之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊)發出。
  - Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
  - The above instruction will apply to all future Corporate Communications to be sent to you until you notify the Company c/o the Company's share registrar, Computershare Hong Kong Investor Services Limited, to the contrary or unless you have at any time ceased to hold shares in the Company.  
上述指示適用於日後寄發予閣下之所有公司通訊，直至閣下通知本公司之股份過戶登記處香港中央證券登記有限公司另外之安排，或任何時候停止持有本公司的股份。
  - For the avoidance of doubt, the Company does not accept any other instructions given on this Form. Any other instructions inserted on this Form will be void.  
為免存疑，本公司恕不接受此表格上提供的任何其他指示。任何在此表格上提供的額外指示將視作無效。
- \* Corporate Communications refer to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, annual accounts together with a copy of the auditors' report and, where applicable, summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
- \* 公司通訊指公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於(a)董事會報告、年度賬目連同核數師報告以及(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；及(f)代表委任表格。

**Mailing Label 郵寄標籤**

**Computershare Hong Kong Investor Services Limited**  
**香港中央證券登記有限公司**  
**Freepost No. 簡便回郵號碼：37**  
**Hong Kong 香港**

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

當閣下寄回此表格時，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。

**Get in touch with us 與我們聯繫**

Send us an enquiry 垂詢  
 Rate our service 評價  
 Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact