



HERALD HOLDINGS LIMITED

興利集團有限公司*

(Incorporated in Bermuda with limited liability)

(Stock Code: 00114)

21 October 2022

Dear Registered Shareholder(s),

Election of Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the Bye-laws of Herald Holdings Limited (the “**Company**”), the Company is writing to seek your election regarding the means of receipt of corporate communications (“**Corporate Communications**”) of the Company to be despatched in the future.

Corporate Communications mean any documents issued or to be issued by the Company for your information or action, including but not limited to: (a) the directors’ report and its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

You may elect any one of the following options:

- (1) to access all future Corporate Communications published on the Company’s website at www.heraldgroup.com.hk (the “**Website Version**”) instead of receiving printed copies, and to receive a notification letter of the publication of the Corporate Communications on the Company’s website; or
- (2) to receive the printed copies of all future Corporate Communications in both English and Chinese.

In support of environmental protection and for the purpose of saving printing and mailing costs, we encourage and recommend you to elect accessing the Website Version in respect of all future Corporate Communications. Even if you have chosen the Website Version, you reserve the right at any time by serving reasonable prior notice in writing to the Company c/o the Company’s branch share registrar in Hong Kong, Tricor Tengis Limited (the “**Branch Share Registrar**”) to change your choice.

Please tick the appropriate box on the enclosed reply form (the “**Reply Form**”), complete, sign and return it to the Company c/o the Branch Share Registrar by post to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 114-ecom@hk.tricorglobal.com, on or before 21 November 2022. If you post your Reply Form in Hong Kong, you may use the pre-paid mailing label at the bottom of 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 or a response indicating an objection in writing from you to access the Website Version of the Corporate Communications on or before 21 November 2022, and until you inform the Company c/o the Branch Share Registrar by serving reasonable prior notice in writing by post to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 114-ecom@hk.tricorglobal.com, you will be deemed to have consented to receive the Website Version of all future Corporate Communications, and a notification letter of the publication of the Corporate Communications on the Company’s website will be sent to you in the future.

You have the right at any time by serving reasonable prior notice in writing to the Company c/o the Branch Share Registrar by post to the above address or by email to 114-ecom@hk.tricorglobal.com to change your election of means of receipt of all future Corporate Communications. If you have elected (or are deemed to have consented) to receive the Website Version of all future Corporate Communications, if for any reason, you have difficulty in receiving or gaining access to the Website Version, the Company or the Branch Share Registrar will, upon receipt of a written request by post to the Company c/o the Branch Share Registrar to the above address or by email to 114-ecom@hk.tricorglobal.com, promptly send the Corporate Communications in printed form to you free of charge.

Please note that all future Corporate Communications in English and Chinese will be available (a) in printed form from the Company or the Branch Share Registrar on written request and (b) on the Company’s website at www.heraldgroup.com.hk and on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk in an accessible format.

Should you have any queries relating to this letter, please contact the Branch Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays) or send an email to 114-ecom@hk.tricorglobal.com.

Yours faithfully, By order of the Board
Herald Holdings Limited
LAI Man Pun
Company Secretary

* For identification only