



维亚生物科技控股集团
VIVA BIOTECH HOLDINGS

(Incorporated in the Cayman Islands as an exempted company with limited liability)
(Stock Code: 1873)

20 March 2023

Dear Registered Shareholder(s),

Election of Means of Receipt and Language of Corporate Communications

In support of environmental protection, to increase efficiency in communication with you and to save printing and mailing costs, Viva Biotech Holdings (the “**Company**”) encourages and recommends you to select reading all future corporate communications of the Company (the “**Corporate Communications**”) published on the Company’s website at www.vivabiotech.com (the “**Website Version**”) instead of receiving printed copies. The Corporate Communications which means any document(s) issued or to be issued by the Company for your information or action, including but not limited to (a) directors’ reports, annual accounts together with a copy of the auditor’s 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; and (f) proxy forms.

Pursuant to Rules 2.07A and 2.07B of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and in compliance with the second amended and restated memorandum and articles of association of the Company, please fill in the enclosed reply form (the “**Reply Form**”) and sign and return it by mail or by hand to the Company c/o branch share registrar and transfer office in Hong Kong (the “**Hong Kong Branch Share Registrar**”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or by email to is-ecom@hk.tricorglobal.com (or such other address and email as might be stipulated by the Company and the Branch Share Registrar from time to time).

If the Company does not receive the duly completed and signed Reply Form or a response indicating the objection from you in writing on or before 18 April 2023, you will be deemed, until you serve reasonable notice in writing by mail to the Company c/o Hong Kong Branch Share Registrar (at the address above) or by e-mail to is-ecom@hk.tricorglobal.com, to have consented to receive the Website Version of all future Corporate Communications, and a written notification for the publication of Corporate Communications on the website of the Company will be sent to you in the future.

You are entitled to change the election of means of receipt and language(s) of all future Corporate Communications at any time by serving reasonable notice in writing to the Company c/o Hong Kong Branch Share Registrar by mail (at the address above) or by email to is-ecom@hk.tricorglobal.com. Even 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 accessing the Corporate Communications published on the website of the Company, the Company or the Hong Kong Branch Share Registrar will, upon receipt of a written request by mail (at the address above) or by email at is-ecom@hk.tricorglobal.com, promptly send you the Corporate Communications in printed form in the elected language versions(s) free of charge.

Please note that: (a) printed copies of all future Corporate Communications will be available from the Company or its Hong Kong Branch Share Registrar upon request; and (b) the Website Version of both the English and Chinese versions of all future Corporate Communications will also be available on the website of the Company at www.vivabiotech.com and the website of the Stock Exchange at www.hkexnews.hk.

Should you have any queries in relation to this letter, please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

By Order of the Board
Viva Biotech Holdings
Mao Chen Cheney
Chairman and Chief Executive Officer

Reply Form

To: **Viva Biotech Holdings (the “Company”)** (Stock Code: 1873)
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

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

- to read the Corporate Communication published or to be published on the website of the Company at www.vivabiotech.com (the “**Website Version**”) of all future Corporate Communications published on the website of the Company in place of receiving printed copies and receive a written notification letter for the publication of the Corporate Communications on the website of the Company; or
Email Address: _____
(The Company will send to the email address provided above (if any) an email notification letter only for the availability of the Corporate Communications on the website of the Company in the future. If no email address is provided, only a notification letter for the publication of the Corporate Communications on the website of the Company will be sent. The email address provided is used for email notification of the release of the Corporate Communications only.)
- to receive the printed English version of all future Corporate Communications **ONLY**; or
- to receive the printed Chinese version of all future Corporate Communications **ONLY**; or
- to receive both printed English and Chinese versions of all future Corporate Communications.

Name of Registered Shareholder: _____ Contact telephone number: _____

Address: _____

Signature: _____ Date: _____

Notes:

1. Please complete all the items. If no box, or more than one box, is marked “✓”, or any signature or other information is incorrectly completed, the Company reserves its right to treat this Reply Form as void.
 2. If the Company does not receive this Reply Form or a response from you on or before 18 April 2023, you will be deemed to have consented to receive the Website Version of all Corporate Communications, and a notification for the publication of Corporate Communications on the website of the Company will be sent to you in the future.
 3. By electing to access the Website Version of the Corporate Communications published on the website of the Company instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
 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, by serving reasonable prior written notice, inform the Hong Kong Branch Share Registrar of the Company, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by mail or by email to is-ecom@hk.tricorglobal.com.
 6. You have the right at any time by serving reasonable prior written notice to the Hong Kong Branch Share Registrar of the Company by mail (the address stated in note 5 above) or by email to is-ecom@hk.tricorglobal.com to change the election of means of receipt and/or language(s) of future Corporate Communications.
 7. For the avoidance of doubt, we do not accept any other special instructions written on this Reply Form.
 8. Should you have any queries in relation to this Reply Form, please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.
- * Corporate Communications include but not limited to: (a) the directors’ reports, annual accounts together with a copy of the auditor’s 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; and (f) proxy forms.

PERSONAL INFORMATION COLLECTION STATEMENT

Your supply of your e-mail address and telephone number is on a voluntary basis for the purposes of verifying and recording your means of receipt and language of Corporate Communications of the Company and/or delivering those Corporate Communications (the “Purposes”). The Company may transfer your e-mail address and telephone number to our agent, contractor, or third party service provider who provides administrative, computer or other services to us for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. Your e-mail address and telephone number will be retained for such period as may be necessary to fulfil the Purposes. Request for access to and/or correction of the relevant personal data can be made in accordance with the provisions of the Personal Data (Privacy) Ordinance and any such request should be in writing by mail to the privacy compliance officer of Tricor Investor Services Limited at the above address.

(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