



ISP HOLDINGS LIMITED

昇柏控股有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 02340)

NOTIFICATION LETTER 通知信函

25 April 2023

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

**ISP Holdings Limited (the “Company”)**

**– Notice of Publication of 2022 Annual Report, Circular dated 25 April 2023 containing Notice of Annual General Meeting and Proxy Form (the “Current Corporate Communications”)**

The Annual General Meeting of the Company will be held at 3/F, Hay Nien Building, No. 1 Tai Yip Street, Kwun Tong, Kowloon, Hong Kong on Thursday, 25 May 2023 at 10:30 a.m.

The English and Chinese versions of the Company’s Current Corporate Communications are available on the Company’s website at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) and the website of Hong Kong Exchanges and Clearing Limited (the “HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk).

If you wish to receive printed versions of the Current Corporate Communications, please complete the request form (the “Request Form”) on the reverse side and return it by post or by hand to the branch share registrar and transfer office of the Company (the “Branch Share Registrar”) in Hong Kong, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Request Form and need not affix a stamp on the envelope when returning it. Otherwise, please affix an appropriate stamp. You may also send your request to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk). The Request Form may also be downloaded from the Company’s website at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) or the website of the HKEX at [www.hkexnews.hk](http://www.hkexnews.hk).

Please note that your instruction on the Request Form will apply to the Current Corporate Communications and/or all future Corporate Communications <sup>(Note 2)</sup> of the Company to be sent to you until you notify the Branch Share Registrar to the contrary or unless you have at any time ceased to have shareholdings in the Company.

The 2022 Environmental, Social and Governance Report (the “2022 ESG Report”), published in electronic form only, is also available on the Company’s website and the website of the HKEX. If you wish to receive a printed copy of the 2022 ESG Report, you may submit your request to the Company c/o the Branch Share Registrar by post at the above address or by e-mail to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk).

Should you have any queries relating to this letter, please contact the service hotline (852) 2635 8290 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

By order of the Board  
ISP Holdings Limited  
Kingston Chu Chun Ho  
Chairman

*Note 1: This letter is addressed to Non-registered holders of the Company (“Non-registered holder” means such person or company whose shares in the Company 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.*

*Note 2: Corporate Communications include but are not limited to (a) the directors’ report, annual accounts together with a copy of the auditor’s 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>(附註1)</sup>:

昇柏控股有限公司 (「本公司」)

– 2022 年年報、日期為 2023 年 4 月 25 日的通函載有股東周年大會通告及代表委任表格 (「本次公司通訊」) 的刊發通知

本公司之股東周年大會將於 2023 年 5 月 25 日 (星期四) 上午 10 時 30 分假座香港九龍觀塘大業街 1 號禧年大廈三樓舉行。

本公司的本次公司通訊的中、英文版本已上載於本公司網站 [www.isp-hk.com.hk](http://www.isp-hk.com.hk) 及香港交易及結算所有限公司 (「香港交易所」) 網站 [www.hkexnews.hk](http://www.hkexnews.hk)。

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」)，然後寄回或送回本公司於香港的股份過戶登記分處香港中央證券登記有限公司 (「股份過戶登記分處」)，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。倘若閣下在香港投寄，可使用申請表格內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) 提出要求。申請表格亦可於本公司網站 [www.isp-hk.com.hk](http://www.isp-hk.com.hk) 或香港交易所網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

請注意閣下填寫於申請表格上的指示將適用於發送予閣下之本公司本次公司通訊及/或所有日後公司通訊 <sup>(附註2)</sup>，直至閣下通知本公司股份過戶登記分處另外之安排或閣下在任何時候停止持有本公司股份。

僅以電子形式發佈的 2022 年環境、社會及管治報告 (「2022 年環境、社會及管治報告」) 亦已於本公司網站及香港交易所網站登載。若閣下欲索取 2022 年環境、社會及管治報告的印刷本，閣下可透過郵寄經股份過戶登記分處的上述地址或電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) 予本公司提出有關要求。

如閣下對本函件有任何疑問，請於辦公時間內 (星期一至星期五上午 9 時正至下午 6 時正，香港公眾假期除外) 致電 (852) 2635 8290 查詢。

承董事會命  
昇柏控股有限公司  
主席  
朱俊浩

2023 年 4 月 25 日

*附註1: 此函件乃向本公司之非登記持有人發出 (「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)。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面的申請表格。*

*附註2: 公司通訊包括但不限於: (a) 董事會報告、年度賬目連同核數師報告及財務摘要報告 (如適用); (b) 中期報告及中期摘要報告 (如適用); (c) 會議通告; (d) 上市文件; (e) 通函; 及 (f) 代表委任表格。*

**SYNH-25042023-1(0)**

## Request Form 申請表格

**To: ISP Holdings Limited (the "Company")**  
(Stock Code: 02340)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wan Chai, Hong Kong

**致: 昇柏控股有限公司 (「本公司」)**  
(股份代號: 02340)  
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 Current Corporate Communications and/or all future Corporate Communications\* of the Company in the manner as indicated below:  
本人/我們希望以下列方式收取本次公司通訊及/或所有日後 貴公司的公司通訊\*:

(Please mark "X" in ONLY ONE of the following boxes) (請僅在下列其中一個空格內劃上「X」號)

- to read all future Corporate Communications published on the website of the Company at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) instead of receiving printed copies, and to receive a written notification by post for the publication of the relevant Corporate Communications on the website of the Company; **OR**  
閱覽所有日後在 貴公司網站 ([www.isp-hk.com.hk](http://www.isp-hk.com.hk)) 登載的公司通訊, 以代替收取印刷本, 並以郵寄方式收取有關已在 貴公司網站登載的公司通訊之書面通知; **或**
- to receive the **printed English version** of the Current Corporate Communications and all future Corporate Communications ONLY; **OR**  
僅收取本次公司通訊及所有日後公司通訊的**英文印刷本**; **或**
- to receive the **printed Chinese version** of the Current Corporate Communications and all future Corporate Communications ONLY; **OR**  
僅收取本次公司通訊及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 the Current Corporate Communications and all future Corporate Communications.  
同時收取本次公司通訊及所有日後公司通訊的**英文及中文印刷本**。

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

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

**Signature:**  
簽名:

**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 of the Company ("Non-registered holder" means such person or company whose shares in the Company 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發出 (「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)。
  - 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 otherwise by giving not less than seven days' notice in writing to the Company c/o the Branch Share Registrar, Computershare Hong Kong Investor Services Limited or by email at [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) or unless you have at any time ceased to have shareholdings in the Company.  
上述指示適用於發送予 閣下所有日後之公司通訊, 直至 閣下另行發出不少於 7 天的書面通知予本公司經股份過戶登記分處香港中央證券登記有限公司或電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) 或任何時候停止持有本公司的股份為止。
  - For the avoidance of doubt, we do 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 include but are not limited to (a) the directors' report, annual accounts together with a copy of the auditor's 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.  
公司通訊包括但不限於: (a) 董事會報告、年度賬目連同核數師報告及財務摘要報告 (如適用); (b) 中期報告及中期摘要報告 (如適用); (c) 會議通告; (d) 上市文件; (e) 通函; 及 (f) 代表委任表格。

**PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明**

Your supply of contact telephone number is on a voluntary basis for the purpose of verifying and recording your choice of language and means of receipt of Corporate Communications of the Company and the delivery of those Corporate Communications. We may transfer or disclose your contact telephone number to the Principal Share Registrar and transfer agent in Bermuda and/or other companies or bodies for the purpose stated above, or when it is required to do so by law and 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 your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance. Any such request for access to and/or correction of your personal data should be in writing by either of the following means:

閣下是自願提供 閣下的聯絡電話號碼以用於核實及記錄 閣下收取本公司公司通訊的語言版本和收取方式的選擇, 以及傳送公司通訊。我們可就上述用途將 閣下的聯絡電話號碼轉移或披露給在百慕達的主要股份過戶登記處及/或其他公司或團體, 或按法例規定作出轉移或披露, 並將在適當期間內保留該等個人資料作核實及記錄用途。閣下有權根據《個人資料(私隱)條例》的條文查閱及/或修改 閣下的個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出:

By mail to 郵寄至: Personal Data Privacy Officer 個人資料私隱主任  
Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong 香港灣仔皇后大道東 183 號合和中心 17M 樓

By email to 電郵至: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

**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 Request Form to us.  
**No postage is necessary if posted in Hong Kong.**

當 閣下寄回本申請表格時, 請將郵寄標籤剪貼於信封上。  
如在本港投寄, 閣下無須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](http://www.computershare.com/hk/contact)

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