



## Kingsoft Corporation Limited

### 金山軟件有限公司

(Continued into the Cayman Islands with limited liability)

(於開曼群島持續經營的有限公司)

(Stock Code / 股份代號: 03888)

## NOTIFICATION LETTER 通知信函

26 April 2023

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

**Kingsoft Corporation Limited (the “Company”)**

**– Notice of Publication of Annual Report (“Current Corporate Communications”) and Environmental, Social and Governance Report**

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.kingsoft.com](http://www.kingsoft.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you want to receive a printed version of the Current Corporate Communication, please complete the Request Form on the reverse side and return it to the Company’s Share Registrar c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Share Registrar”) by using the mailing label at the bottom of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong 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 at [www.kingsoft.com](http://www.kingsoft.com) or the HKEXnews website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

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

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

Yours faithfully,  
**Kingsoft Corporation Limited**

*Note: (1) 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 Communication). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.*

各位非登記持有人<sup>(1)</sup>：

**金山軟件有限公司（「本公司」）**

**– 年度報告（「本次公司通訊文件」）以及環境、社會及管治報告之發佈通知**

本公司的本次公司通訊文件中，英文版本已上載於本公司網站 ([www.kingsoft.com](http://www.kingsoft.com)) 及香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎瀏覽。

如閣下欲收取本次公司通訊文件之印刷本，請填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回本公司之股份證券登記處香港中央證券登記有限公司（「香港證券登記處」）（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）。香港證券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 ([www.kingsoft.com](http://www.kingsoft.com)) 或香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 內下載。

僅以電子形式發佈的環境、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。如閣下欲收取環境、社會及管治報告的印刷本，閣下可向股份過戶登記處（郵寄至上述地址或電郵至 [kingsoft.ecom@computershare.com.hk](mailto:kingsoft.ecom@computershare.com.hk)）提出有關要求。

如閣下對本函內容有任何疑問，請致電香港證券登記處電話熱線(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時正或電郵至 ([kingsoft.ecom@computershare.com.hk](mailto:kingsoft.ecom@computershare.com.hk))。

金山軟件有限公司  
謹啟

2023 年 4 月 26 日

附註：(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，則無需理會本函件及所附申請表格。

-----KSFH-26042023-1(0)

**Kingsoft Corporation Limited****金山軟件有限公司***(Continued into the Cayman Islands with limited liability)**(於開曼群島持續經營的有限公司)***(Stock Code / 股份代號：03888)****Request Form 申請表格**

**To: Kingsoft Corporation Limited (the "Company")**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

**致：金山軟件有限公司（「本公司」）**  
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 and future** Corporate Communications\* of the Company as indicated below:

本人/我們希望以下列方式收取貴公司之**本次及將來**公司通訊文件\*（「公司通訊文件」）：

(Please mark **ONLY ONE (X)** 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 **current and future** Corporate Communications **ONLY**; **OR**  
僅收取**本次及將來**公司通訊文件之**英文印刷本**；或
- to receive the **printed Chinese version** of all **current and future** Corporate Communications **ONLY**; **OR**  
僅收取**本次及將來**公司通訊文件之**中文印刷本**；或
- to receive both **printed English and Chinese versions** of all **current and future** Corporate Communications.  
同時收取**本次及將來**公司通訊文件之**英文及中文印刷本**。

Signature:

簽名

Contact telephone number:

聯絡電話號碼

Date:

日期

Notes:

附註：

- Please complete all your details clearly.  
請閣下清楚填妥所有資料。
- 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 the Corporate Communications to be sent to you until you notify to the Company's Share Registrar c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.  
上述指示適用於發送予閣下之所有公司通訊，直至閣下通知本公司之股份證券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, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上的額外手寫指示，本公司將不予處理。

\* Corporate Communications include but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its 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.  
公司通訊文件包括但不限於：(a)董事會報告、年度財務報表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 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

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