



首程控股有限公司
SHOUCHEG HOLDINGS LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code: 697)

(股份代號：697)

15 September 2023

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 articles of association of Shoucheng 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 dispatched 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, 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, its summary interim report; (c) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.

You may choose one of the options set out below:

- (i) to read all future Corporate Communications published on the Company's website at www.shouchengholdings.com (the "Website Version") instead of receiving printed copies, and to receive a notification letter or an email notification (please provide your valid email address) of the publication of the Corporate Communications on the Company's website; or
- (ii) 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, the Company encourages you to elect the Website Version option. Even if you have chosen the Website Version, you reserve the right at any time by giving reasonable prior notice in writing to the share registrar of the Company ("Share Registrar") to change your choice.

Please tick the appropriate box on the enclosed reply form ("Reply Form") and sign and return it by post or by hand to the Company c/o the Share Registrar, Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, on or before 16 October 2023. If you post your Reply Form in Hong Kong, you may use the mailing label in 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 from you or does not receive a response indicating an objection from you in writing on or before 16 October 2023, and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to shoucheng-ecom@hk.tricorglobal.com, you will be deemed to have agreed to receive the Website Version of all future Corporate Communications, and a notification 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 reasonable prior notice in writing to the Company c/o the Company's Share Registrar at the above address or by sending an email to shoucheng-ecom@hk.tricorglobal.com to change your choice of means of receipt of the Corporate Communications. If you have elected (or are deemed to have agreed) to receive the Website Version of all future Corporate Communications, but for any reason, you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company or the Share Registrar will upon request send the printed form of the Corporate Communications to you free of charge.

Please note that English and Chinese versions of all future Corporate Communications will be available (a) in printed form from the Company or the Share Registrar on request and (b) on the websites of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk and the Company at www.shouchengholdings.com.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays) or send an email to shoucheng-ecom@hk.tricorglobal.com.

Yours faithfully,
For and on behalf of
Shoucheng Holdings Limited
Zhao Tianyang
Chairman

致登記股東：

選擇公司通訊的收取方式

根據香港聯合交易所有限公司證券上市規則及首程控股有限公司（「本公司」）之組織章程細則，本公司現特致函閣下，就本公司日後寄發公司通訊（「公司通訊」）的收取方式提供有關選擇。

公司通訊包括本公司已發出或將予發出以供閣下參照或採取行動的任何文件，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；(f)代表委任表格；及(g)回條。

閣下可選擇下列選項之一：

- (i) 瀏覽日後所有在本公司網站www.shouchengholdings.com登載的公司通訊（「網上版本」），以代替收取印刷本，並收取本公司就其於網站登載公司通訊的通知函或電郵通知（請提供閣下有效的電郵地址）；或
- (ii) 收取日後所有公司通訊的英文及中文印刷本。

為支持環保及節省印刷與郵寄成本，本公司鼓勵閣下選擇網上版本。即使已選擇網上版本，閣下仍有權隨時向本公司的股份過戶登記處（「股份登記處」）發出合理時間之事先書面通知，以更改閣下的選擇。

請閣下於隨附的回條（「回條」）上的適當方格內劃上「✓」號，並經簽署後，於2023年10月16日或之前以郵寄或親自送達的方式透過股份登記處卓佳登捷時有限公司（地址為香港夏慤道16號遠東金融中心17樓）交回本公司。倘若在香港投寄回條，閣下可使用回條內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當郵票。

倘若本公司於2023年10月16日或之前尚未收到閣下已填妥並簽署的回條或尚未收到閣下表示反對收取公司通訊網上版本的書面回覆，及直至閣下透過股份登記處（地址為香港夏慤道16號遠東金融中心17樓）向本公司發出合理時間之事先書面通知或以電郵方式發送至shoucheng-ecom@hk.tricorglobal.com前，則閣下將被視為已同意收取日後所有公司通訊的網上版本，並在日後向閣下發送本公司就其於網站登載公司通訊的通知函。

閣下可隨時透過本公司股份登記處的上述地址向本公司發出合理時間之事先書面通知或發送電郵至shoucheng-ecom@hk.tricorglobal.com，以更改閣下選擇公司通訊的收取方式。倘若閣下已選擇（或被視為已同意）收取日後所有公司通訊的網上版本，惟因任何原因以致收取或接收公司通訊的網上版本出現困難，本公司或股份登記處將於收到閣下要求後發送公司通訊的印刷本，費用全免。

請注意：就日後所有公司通訊的英文版本及中文版本而言，閣下可以(a)提出要求向本公司或股份登記處索取印刷本，及(b)在香港交易及結算所有限公司網站www.hkexnews.hk及本公司網站www.shouchengholdings.com查閱。

閣下如有任何與本函有關的疑問，請在辦公時間內致電股份登記處(852) 2980 1333，辦公時間為星期一至星期五（香港公眾假期除外）上午9時正至下午5時正，或發送電郵至shoucheng-ecom@hk.tricorglobal.com。

代表
首程控股有限公司
趙天陽
主席
謹啟

2023年9月15日

