



Sundart
SUNDART HOLDINGS LIMITED
承達集團有限公司

(incorporated under the laws of British Virgin Islands with limited liability)
(Stock Code: 1568)

28 December 2023

Dear Registered Shareholder

SUNDART HOLDINGS LIMITED 承達集團有限公司 (the “Company”)

Letter to Registered Shareholders (the “Shareholders”) – Election of Language and Means of Receipt of Corporate Communications (the “Corporate Communications” ^(Note 1)) and Actionable Corporate Communications (the “Actionable Corporate Communications” ^(Note 2))

1. Future Corporate Communications and Future Actionable Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the Company’s articles of association, the Company is permitted to supply the Corporate Communications to the Shareholders either (i) in printed form, in English and/or Chinese (the “**Printed Version**”) or (ii) by electronic means through the Company’s website (www.sundart.com) and HKEXnews website (www.hkexnews.hk) (the “**Electronic Version**”).

We write to (i) ascertain your preference in receiving all future Corporate Communications and all notification letters notifying you of the publication of the Corporate Communications on the Company’s website (the “**Notification Letters**”); and (ii) solicit your electronic contact details (“**Your Email Address**”).

Please fill in the enclosed reply form (the “**Reply Form**”), sign and return it by post to the Company at 19/F, Millennium City 3, 370 Kwun Tong Road, Kowloon, Hong Kong (the “**Address**”).

You may also send an email with a scanned copy of the completed Reply Form to ir@sundart.com.

The Reply Form may also be downloaded from the Company’s website (www.sundart.com) and HKEXnews website (www.hkexnews.hk).

If the Company does not receive the duly completed and signed Reply Form or any response from you indicating your objection in writing by 27 January 2024, until you inform the Company by reasonable prior notice of not less than seven days in writing by post to the Address, you are deemed to (i) have elected the Electronic Version instead of the Printed Version; and (ii) have accepted to receive all future Actionable Corporate Communications by post (to your address as appearing on the Company’s register of members).

If you have elected (or are deemed to have elected) the Electronic Version, the Company will, on the same day when the Printed Version is mailed, send you the Notification Letters by email or, if no email address is provided, by post to your address as it appears on the Company’s register of members.

Please note that the English and Chinese versions of all Corporate Communications are available on the Company’s website and HKEXnews website, and their printed copies are available from the Company on request.

You may at any time change your choice of language or means of receipt of all future Corporate Communications by giving not less than seven days’ notice in writing to the Company by post to the Address.

Even if you have elected (or are deemed to have elected) the Electronic Version but for any reason have difficulty in accessing the relevant Corporate Communications electronically, or wish to receive printed copies, the Company will promptly upon your request send the Printed Version to you free of charge.

2. Purpose of collecting Your Email Address

For the sake of protecting the environment through less paper consumption, the Company encourages and recommends you to elect accessing and accepting all future Corporate Communications by the Electronic Version and receiving all future Actionable Corporate Communications and the Notification Letters through Your Email Address.

If you elect to access and accept the Electronic Version of all future Corporate Communications in place of receiving the Printed Version, you are requested to provide Your Email Address in the Reply Form for the purpose of receiving (i) all future Notification Letters; and (ii) all future Actionable Corporate Communications in electronic form by email.

3. The consequence of providing non-functional electronic contact details

If no functional email address is provided by you in the Reply Form, the Company will send you such Notification Letters and Actionable Corporate Communications in printed form, until such time when you have provided a functional email address to the Company for receiving the same.

Should you have any queries in relation to this letter, please call the Company's enquiry hotline at (852) 2413 2333 during business hours (9:00 a.m. to 5:30 p.m., Monday to Friday, excluding Hong Kong public holidays) or email to ir@sundart.com.

Yours faithfully

For and on behalf of

SUNDART HOLDINGS LIMITED

承達集團有限公司

Chui Muk Heung

Company Secretary

Encl.

Notes:

1. Corporate Communications refer to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including, but not limited to, the directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.
2. Actionable Corporate Communications refer to any Corporate Communications from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, application forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

Reply Form (For Registered Shareholders)

To: SUNDART HOLDINGS LIMITED 承達集團有限公司 (the “Company”) (Stock Code: 1568)
19/F, Millennium City 3
370 Kwun Tong Road
Kowloon, Hong Kong

Election of Language and Means of Receipt of Corporate Communications*

I/We would like to receive all future Corporate Communications of the Company in the manner indicated below:
(Please check “X” ONLY ONE box below)

to access all future Corporate Communications published on the website of the Company (www.sundart.com) **ONLY** and accept them in place of printed copies.

Email Address: _____

(Please provide the email address in English Capital Letters. Such email address provided is used for the purpose of receiving (i) all future Notification Letters; and (ii) all future Actionable Corporate Communications^ in electronic form by email. If no email address is provided or the email address provided by you is not functional, you will receive future Notification Letters and Actionable Corporate Communications by post (to your address as appeared on the Company’s register of members), until such time when you provide a functional email address to the Company for receiving the same.)

to receive the printed English version of all future Corporate Communications **ONLY**.

to receive the printed Chinese version of all future Corporate Communications **ONLY**.

to receive **BOTH** the printed English and Chinese versions of all future Corporate Communications.

I/We have noted the following Personal Information Collection Statement and provide the information as requested.

Full name(s) of registered shareholder(s): _____ (English) _____ (Chinese)
(Please use BLOCK LETTERS)

Address: _____
(Please use BLOCK LETTERS)

Contact telephone number: _____

Date: _____ Signature(s): _____

Notes:

- Please complete this Reply Form clearly. Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void. If your shares are held in joint names, this Reply Form must be specified and signed by all joint holders whose names stand on the register of members of the Company in respect of the joint holding in order to be valid.
 - If the Company does not receive your Reply Form or any response indicating your objection by 27 January 2024, you are deemed to have elected to (i) access the Corporate Communications by electronic means through the Company’s website instead of receiving the printed copies, and (ii) will receive future Notification Letters and Actionable Corporate Communications by post (to your address as appeared on the Company’s register of members).
 - The above instruction will apply to all future Corporate Communications to be sent to you until you notify the Company otherwise by giving not less than seven days’ notice in writing by post to the Company at 19/F, Millennium City 3, 370 Kwun Tong Road, Kowloon, Hong Kong.
 - For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.
 - Should you have any queries in relation to this Reply Form, please call the enquiry hotline of the Company at (852) 2413 2333 during business hours (from 9:00 a.m. to 5:30 p.m., Monday to Friday, excluding public holidays in Hong Kong).
- * **Corporate Communications** refer to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including, but not limited to, the directors’ report and annual accounts together with a copy of the auditor’s report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.
- ^ **Actionable Corporate Communications** refer to any Corporate Communications from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, application forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

PERSONAL INFORMATION COLLECTION STATEMENT

- “Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for 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 PDPO. Any such request for access to and/or correction of your Personal Data should be made in writing to the Personal Data Privacy Officer of the Company at 19/F, Millennium City 3, 370 Kwun Tong Road, Kowloon, Hong Kong.