



**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 Non-registered Shareholder<sup>(Note 1)</sup>

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

**Letter to Non-registered Shareholders – Election of Language and Means of Receipt of Corporate Communications (the “Corporate Communications”<sup>(Note 2)</sup>)**

**Future Corporate Communications**

We write to 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**”).

If you wish to receive all future Corporate Communications of the Company in printed form or in a language version other than your existing choice (if any), please complete 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.

You may also send an email with a scanned copy of the completed Reply Form to [ir@sundart.com](mailto:ir@sundart.com).

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

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](mailto: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. This letter is addressed to the Company’s Non-registered Shareholders. A Non-registered Shareholder 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 that such person or company wishes to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form overleaf.
2. 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.

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## Reply Form (Non-registered Shareholders)

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**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** with a Notification Letter mailed to my/our registered address.
- 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 shareholder(s): \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Please use BLOCK LETTERS)

Address: \_\_\_\_\_  
(Please use BLOCK LETTERS)

Contact telephone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature(s): \_\_\_\_\_

#### Notes:

1. Please complete this Reply Form clearly. Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
  2. 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.
  3. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.
  4. 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.

### PERSONAL INFORMATION COLLECTION STATEMENT

- (i) “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”).
- (ii) 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.
- (iii) 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.
- (iv) 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.