

TUNGTEX (HOLDINGS) COMPANY LIMITED

同得仕(集團)有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 00518)

29 December 2023

Dear Shareholder,

Elections of Means of Receipt and Language of Corporate Communications

Pursuant to Rules 2.07A and 2.07B of the Listing Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, we write to inform you that you may have the election of means of receipt of future corporate communications ("Corporate Communications") of the Company, which includes any document(s) to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) directors' reports, annual accounts together with the auditors' reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips.

You may choose:

- (i) to read the Corporate Communication published on the Company's website and The Stock Exchange of Hong Kong Limited's website ("Website Version") instead of receiving printed copies; or
- (ii) to receive a printed English version of the Corporate Communication only; or
- (iii) to receive a printed Chinese version of the Corporate Communication only; or
- (iv) to receive both the printed English and Chinese versions of the Corporate Communication.

To contribute to the protection of our environment, we encourage you to select the Website Version. Even if you have chosen the Website Version, you reserve the right at any time by giving reasonable notice in writing to the Company's share registrar, Tricor Secretaries Limited, to change your choice.

Please mark a "✓" in the appropriate box on the enclosed reply form ("Reply Form") and sign and return it by post or by hand to the Company's share registrar, Tricor Secretaries Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong on or before 31 January 2024. 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 another response from you indicating that you object to receiving the Website Version of Corporate Communications) on or before 31 January 2024, you will be deemed, until you inform the Company otherwise by reasonable notice in writing at the office of the Company's share registrar at the above address or by email to tungtex518-ecom@hk.tricorglobal.com, to have elected to receive all future Corporate Communications by Website Version instead of receiving them in printed form. In that event, when the Company makes a Corporate Communication, it will only send you a notification that the Corporate Communication has been made available on the Company's website and The Stock Exchange of Hong Kong Limited's website. The notification will be sent to you by email or by post at your address as it appears in the Company's register of members maintained by the Company's share registrar.

You may at any time by reasonable notice in writing to the Company's share registrar at the above address or by email to tungtex518-ecom@hk.tricorglobal.com elect (i) to receive future Corporate Communications in printed form instead of by Website Version, or by Website Version instead of in printed form, or (ii) change the language in which you receive Corporate Communications in printed form. If you have elected (or are deemed to have elected) to receive Corporate Communications by Website Version and for any reason have difficulty in obtaining access to Corporate Communications on the Company's website and The Stock Exchange of Hong Kong Limited's website, the Company or the Company's share registrar will upon request send the relevant Corporate Communications to you in printed form 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 Company's share registrar on request and (b) on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk and on the Company's website at www.tungtex.com.

Should you have any queries relating to this letter, please contact the Company's share registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

Yours Faithfully
For and on behalf of
Tungtex (Holdings) Company Limited
Martin Tung Hau Man
Chairman

Tungtex (Holdings) Company Limited

(Incorporated in Hong Kong with limited liability)

(Stock code: 00518)

Reply Form

Tungtex (Holdings) Company Limited (the "Company") (Stock Code: 00518)

c/o Tricor Secretaries Limited 17/F, Far East Finance Centre 16 Harcourt Road, Hong Kong

Notes:

I/We would like to receive the future Corporate Communications# of the Company in the manner as indicated below:

(Please mark a "\(\nu\)" in ONLY ONE of the following boxes)

to access all future Corporate Communications by electronic means through the Company's website and The Stock Exchange of Hong Kon
Limited's website (the "Website Version") instead of receiving printed copies, and send an email notification to my/our email address below
or a notification letter of the publication of the Corporate Communications on the Company's website and The Stock Exchange of Hong Kon Limited's website

(Please provide the email address in English Capital Letters and the email address will be used for email notification of the release of the Corporate Communications only. If no email address is provided, a printed notification letter of the posting of Corporate Communications on the website of the Company and The Stock Exchange of Hong Kong Limited will be sent to you by post at your address as appearing in the Company's register of members.); OR

to receive the printed English version of all future Corporate Communications ONLY; OR

to receive the printed Chinese version of all future Corporate Communications ONLY; OR

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

Signature: Date: Contact number:

- Please complete all your details clearly. Any Reply Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company. 2. By selecting to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
- If the Company does not receive this reply form from you by 31 January 2024, you are deemed to have consented to receive the Company's Corporate Communications on the Company's website and The Stock Exchange of Hong Kong Limited's website. Therefore, the Company will send you a notification letter of the publication of the Corporate Communications on the Company's website and The Stock Exchange of Hong Kong Limited's website and you can read all future Corporate Communications via the Website 3
- If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid. 4.
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company's share registrar, Tricor Secretaries Limited, by reasonable notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to tungtex518-ecom@hk.tricorglobal.com.

 You are entitled at any time by reasonable notice in writing to the Company's share registrar to change your choice of means of receipt and/or language of future Corporate
- Communications.
- For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form. 8.
- It is the responsibility of a Shareholder to provide email address that is functional. The Company will be considered to have complied with the Listing Rules if it sends Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".
- Corporate Communication(s) refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) directors' reports, annual accounts together with the auditors' reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips.

PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data 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 the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by mail to Privacy Compliance Officer, Tricor Secretaries Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or by email to is-enquiries@hk.tricorglobal.com.

(Please cut along the dotted line. 請沿虛線剪下。)

Please cut the mailing label and stick this on an envelope to return the Reply Form to us.

閣下寄回此回條時,請將此郵寄標籤剪貼於信封上。

No postage stamp is required for local mailing 如在本港投寄, 閣下無需支付郵費或貼上郵票

Mailing Label 郵寄標籤

Tricor Secretaries Limited 卓佳秘書商務有限公司 Freepost No. 簡便回郵號碼:10 GPO Hong Kong 香港 Tungtex (00518)