



(Incorporated under the laws of Cayman Islands with limited liability)  
(根據開曼群島法例註冊成立的有限公司)  
(Stock Code 股份代號: 6833)

16 January 2024

Dear registered shareholder(s),

### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Sinco Pharmaceuticals Holdings Limited (the “**Company**”) is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “**Corporate Communications**”), which mean any documents issued or to be issued by the Company, 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) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.sinco-pharm.com](http://www.sinco-pharm.com) and the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

### Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications<sup>(Note)</sup>, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “**Reply Form**”). Alternatively, you may sign and return the Reply Form to the Company’s Hong Kong share registrar (the “**Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

**If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications<sup>(Note)</sup> in printed form in the future.**

If you want to receive the Corporate Communications in printed form, please complete the Reply Form on the reverse side and send it to the Share Registrar or send an email to [sinco.ecom@computershare.com.hk](mailto:sinco.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,  
By order of the Board  
Sinco Pharmaceuticals Holdings Limited  
Huang Xiangbin  
Chairman and Executive Director

*Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder.*

各位登記股東：

### 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則（「**上市規則**」）第 2.07 條，興科蓉醫藥控股有限公司（「**公司**」）謹此通知 閣下，公司已採用以電子方式發布公司通訊（「**公司通訊**」）之安排，該公司通訊是指公司發布或將要發布的任何文件，包括但不限於(a) 董事報告、年度帳目以及審計報告副本以及（如適用）財務摘要報告；(b) 中期報告及其中期報告摘要（如適用）；(c) 會議通知；(d) 上市文件；(e) 通函和 (f) 委任表格。

請注意，所有未來公司通訊的英文版和中文版將在公司網站 [www.sinco-pharm.com](http://www.sinco-pharm.com) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。

### 徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊<sup>(附註)</sup>，公司建議 閣下透過掃描本函背頁之回條（「**回條**」）上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。或者，閣下也可以簽署回條並交回公司的香港股份過戶登記處（「**股份過戶處**」）香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

**如果公司沒有收到 閣下的有效電子郵件地址，直至股份過戶處收到 閣下有效的電子郵件地址前，本公司將以印刷本形式發送可供採取行動的未來公司通訊<sup>(附註)</sup>。**

若 閣下希望收取未來公司通訊之印刷版，請填妥回條或發送電子郵件至 [sinco.ecom@computershare.com.hk](mailto:sinco.ecom@computershare.com.hk)，並註明 閣下的姓名、地址以及收取公司通訊印刷版的要求。請注意，收取未來公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效，此後將過期。

如 閣下對本函件有任何疑問，請於辦公時間星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正（香港時間）其間致電股份過戶處(852)2862 8688 查詢。

承董事會命  
興科蓉醫藥控股有限公司  
黃祥彬  
主席兼執行董事  
謹啟

2024 年 1 月 16 日

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利的公司通訊。



REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (The "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wanchai, Hong Kong

致: 香港中央證券登記有限公司 ("股份過戶處") 香港灣仔皇后大道東 183 號 合和中心 17M 樓

(Please choose ONLY ONE of the options below) (請從以下選項中只選擇其中一項)

Option 1: Provide your email address for receipt of future Actionable Corporate Communications of the Company via electronic dissemination by scanning your personalized QR code

Personalized QR Code 專屬二維碼

選項 1: 掃描 閣下專屬二維碼提供 閣下之電子郵件地址，以接收公司通過電子方式發佈可供採取行動的未來公司通訊

You are NOT required to return this Reply Form if you choose Option 1. 如選擇了選項 1，閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications of the following listed company (the "Company") via electronic dissemination

選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址，以確保收到以下上市公司 ("公司") 通過電子方式發佈可供採取行動的未來公司通訊

Name of Securities holder(s) 證券持有人姓名:

Name of the listed company 上市公司名稱:

Sinco Pharmaceuticals Holdings Limited 興科蓉醫藥控股有限公司

Email address 電郵地址:

Grid of 25 boxes for email address input

Option 3: I/we hereby request for receipt of Corporate Communications\* in printed form (Please mark "✓" in the below box if applicable)

選項 3: 本人/吾等現要求收取公司通訊印刷版 (如適用，請在以下方格內劃上 "✓" 號)

receive future Corporate Communications\* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. 收取未來公司通訊的印刷本，並已知悉本指示由收取指示日期起計一年內有效。

Signature(s) (Notes 1)

簽名: (附註 1)

Contact number:

聯絡電話號碼:

Date:

日期:

Notes 附註:

- 1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.
2. Any Reply Form with no signature or otherwise incorrectly completed will be void.
3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications\*...
4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.
5. If you mark "✓" in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be accepted.
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

\* Unless otherwise specified, Corporate Communications refer to any documents 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 annual report, interim report, notice of meeting, circular and proxy form.

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (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 Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company...
(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated 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...

Mailing Label 郵寄標

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 form to us. No postage is necessary if posted in Hong Kong.

當 閣下寄回此回條時，請將郵寄標貼於信封上。如在本港投寄，閣下無需支付郵費或貼上郵票。