



# FIRST PACIFIC COMPANY LIMITED

## 第一太平有限公司

(Incorporated with limited liability under the laws of Bermuda)

Website: [www.firstpacific.com](http://www.firstpacific.com)

(Stock Code: 00142)

26 January 2024

Dear Registered Shareholder(s),

### First Pacific Company Limited (the “Company”)

#### - New Arrangements on Dissemination of Actionable Corporate Communications and Corporate Communications

Pursuant to new Rule 2.07A<sup>1</sup> of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) and the Company’s bye-laws, the Company will disseminate the future corporate communications of the Company (the “**Corporate Communications**”<sup>2</sup>) to its Shareholders<sup>3</sup> electronically and only send Corporate Communications in printed form to the Shareholders upon request.

In this connection, the following arrangements will come into effect on 26 January 2024.

#### ARRANGEMENTS

##### 1. Actionable Corporate Communications<sup>4</sup>

The Company will send the Actionable Corporate Communications to its Shareholders individually in electronic form by email. If the Company does not possess the email address of a Shareholder or the email address provided is not functional<sup>5</sup>, the Company will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Shareholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

##### 2. Corporate Communications

The Company will make all Corporate Communications, in both English and Chinese, available on its website at [www.firstpacific.com](http://www.firstpacific.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

A notice of publication of the Website Version<sup>6</sup> of Corporate Communications, in both English and Chinese, will be sent by the Company to Shareholders by email or by post (if the Company does not possess the functional email address of a Shareholder) on or after the publication date of the Corporate Communications (as the case may be).

For those Shareholders who have previously elected to receive printed version(s) of the Corporate Communications, the Company will grandfather the same arrangement for another one (1) year until 26 January 2025. Accordingly, the Company will arrange for printed version(s) of future Corporate Communications to be mailed to the relevant Shareholders in their preferred language(s) expiring 26 January 2025. Further request in writing will be required if a Shareholder prefers to continue receiving printed version(s) of future Corporate Communications.

##### 3. Provision of Electronic Contact Details

To facilitate electronic communication by email, the Company recommends you to complete and sign the attached Reply Form and return it by email to [firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk) or by post/by hand to Computershare Hong Kong Investor Services Limited (the “**Hong Kong Branch Share Registrar**”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label provided at the bottom of the Reply Form and you do not need to affix a stamp when returning. Otherwise, please affix an appropriate stamp. For those Shareholders who receive this letter in printed form, you may provide your email address by scanning your personalised QR code printed on the enclosed Reply Form. The Reply Form may also be downloaded from the Company’s website at [www.firstpacific.com](http://www.firstpacific.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

It is the responsibility of the Shareholders to provide an email address that is functional. If the Company does not possess the email address of a Shareholder or if the email address provided is not functional, the Company will act according to the above arrangements set out in paragraphs 1 and 2 above. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery message”, unless Shareholders have indicated to receive printed version (see paragraph 4 below).

Shareholders should promptly advise the Hong Kong Branch Share Registrar of their change in email address.

##### 4. Request for Actionable Corporate Communications and Corporate Communications in Printed Form

For those Shareholders who wish to receive a printed version of Actionable Corporate Communications and Corporate Communications or, if for any reason, have difficulty in gaining access to the Company’s website, the Company will, upon receipt of request in writing by the Shareholder to the Hong Kong Branch Share Registrar (at the address stated above) or by email to [firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk), send the Actionable Corporate Communications and Corporate Communications to such Shareholders in printed form free of charge.

Shareholders should note that a request will be valid for one (1) year from the date of such request unless being revoked. A new annual written instruction will be required if a Shareholder prefers to continue receiving printed version(s) of future Actionable Corporate Communications and Corporate Communications.

Details of the arrangements (i) for dissemination of Actionable Corporate Communications and Corporate Communications and (ii) for requesting printed copy of Actionable Corporate Communications and Corporate Communications are published under the section of “Investor Relations” in the Company’s website at [www.firstpacific.com](http://www.firstpacific.com). The above-mentioned arrangements are subject to change from time to time. Shareholders should check on the Company’s website at [www.firstpacific.com](http://www.firstpacific.com) for updates on the arrangements.

Should you have any queries relating to this letter, please contact the Hong Kong Branch 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.

Notes:

- <sup>1</sup> *With effect from 31 December 2023.*
- <sup>2</sup> *Corporate Communications include any documents issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report, the annual accounts together with the independent auditors' report and, where applicable, its summary financial reports; (b) the interim report and, where applicable, its summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.*
- <sup>3</sup> *Holder(s) of the Share(s) of the Company.*
- <sup>4</sup> *Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders.*
- <sup>5</sup> *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 Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".*
- <sup>6</sup> *The version of Corporate Communications being published, in both English and Chinese, on the Company's website and the HKEXnews website.*

Yours faithfully,  
For and on behalf of  
**First Pacific Company Limited**  
**Chiu Wing Man, Fiona**  
*General Counsel and Company Secretary*

