(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 00827)

6 February 2024

Dear Registered Shareholder,

## **Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, Ko Yo Chemical (Group) Limited (the "Company") will make available the corporate communications of the Company, which means any documents issued or to be issued by the Company for the information or action of any holders of its securities, 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form ("Corporate Communications"), to its securities holders by electronic means and you may elect either:

- (1) to receive an email notification of the publication of the Corporate Communications on the Company's website at <a href="www.koyochem.com">www.koyochem.com</a> and the website of The Stock Exchange of Hong Kong Limited at <a href="www.hkexnews.hk">www.hkexnews.hk</a> (collectively the "Websites") (the "Email Option"); or
- (2) to receive a printed notification letter of the publication of the Corporate Communications on the Websites.

The Company is making these arrangements with a view to increasing efficiency, cost-effectiveness and protecting the environment and accordingly recommends you to elect for the Email Option and provide a valid email address to the Company.

To make your election, please mark ( $\sqrt{}$ ) in the appropriate box on the enclosed Reply Form, and fill in the necessary information and then sign and return it by post or by hand to the Company c/o the Company's Hong Kong Share Registrar, Union Registrars Limited (the "Hong Kong Share Registrar") at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong. If you post the Reply Form within Hong Kong, you may use the mailing label at the bottom of the Reply Form and need not affix a stamp. Otherwise, please affix an appropriate stamp.

If the Company does not receive the duly completed Reply Form from you (or another response from you indicating that you object to the Email Option) by 8 March 2024, you will be implied to consent, until you inform the Company otherwise by reasonable notice in writing to the Hong Kong Share Registrar at the above address or by email to 827-corpcomm@unionregistrars.com.hk, to have elected to receive printed notification letter of the publication of the Corporate Communications. In future, when the Company publishes any Corporate Communication on the Websites, it will only send to you a notification letter that the Corporate Communication has been made available on the Websites. The notification will be sent to you by email (if you have provided a valid email address) or by post (if you have not provided an email address or the email address is invalid) at your address as it appears in the Company's register of members maintained by the Hong Kong Share Registrar.

You may at any time send your request in writing to the Company (c/o its Hong Kong Share Registrar at the above address or by email to <a href="mailto:827-corpcomm@unionregistrars.com.hk">827-corpcomm@unionregistrars.com.hk</a>) to request for printed copy of the Corporate Communications. If you have received notification of the publication of the Corporate Communications on the Websites and for any reason have difficulty in gaining access to the Corporate Communications on the Websites, the Company will upon request send the Corporate Communications to you in printed form free of charge.

Please note that the English and Chinese versions of all future Corporate Communications will be available on the Websites. Should you have any queries in relation to this letter, please call the Company's Hong Kong Share Registrar at (852) 2849 3399 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding public holidays.

## Reply Form 回條

To: Ko Yo Chemical (Group) Limited (the "Company")

(Stock Code: 0827) c/o Union Registrars Limited Suites 3301-04, 33/F., Two Chinachem Exchange Square 338 King's Road, North Point, Hong Kong

致:玖源化工(集團)有限公司(「本公司」)

(股份代號:0827) 經聯合證券登記有限公司

香港北角英皇道338號華懋交易廣場2期33樓3301-04室

I/We would like to receive the notification of publication of corporate communications of the Company ("Corporate Communications") on the Company's website at <a href="www.koyochem.com">www.koyochem.com</a> and the website of The Stock Exchange of Hong Kong Limited at <a href="www.hkexnews.hk">www.hkexnews.hk</a> (collectively the "Websites") in the manner as indicated below: 本人/我們希望以下列方式收取本公司之公司通訊(「公司通訊」)已在本公司網站 <a href="www.koyochem.com">www.koyochem.com</a> 及香港聯合 交易所有限公司網站 www.hkexnews.hk (以下統稱「相關網站」)發布之通知;

(Please mark ( √ ) in ONLY ONE of the following boxes. 請從下列選擇中,僅在**其中一個**空格內劃上「√」號)

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	eiving a <b>notification by email</b> to the email add 內相關網站登載公司通訊時收取發送至以下電			is made available on the Websites; OR
母人//	(相關網帕豆戰公司迪訊時収取较达主以下)	电型地址机 电野地和,	以	
Email Address 電郵地址				
	(The Company will send to the email address provided above			
	or invalid email address is provided, a printed notification lett			
	address in English CAPITAL LETTERS and the email address (每次於相關網站登載公司通訊時,本公司將發送電郵			
	站刊發的通知信函印刷本予閣下。請以英文正楷填寫有			
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* / ***	於相關網站登載公司通訊時收取通知信函印刷	利 <del>本</del> 。		
Name(s) 姓名:				
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Please complete all your details clearly. 請 閣下清楚填妥所有資料。

間 8 「月度埃女州 月 頁件。 If the Company does not receive this Reply Form or receive an objection from you by 8 March 2024 and until you inform the Company's Hong Kong Share Registrar by reasonable prior notice in writing or send such a notice to 827-corpcomm@unionregistrars.com.hk, you will be implied to have consented to receiving a printed notification letter. All future Corporate Communications will be sent out in the manner specified in the Company's letter dated 6 February 2024 and only a printed notification letter of the publication of the Corporate Communications on the Websites will be sent to you in the future. 倘若本公司於2024年3月8日仍未收到 閣下的回條或表示反對的回覆,及直至 閣下發出合理事先書面通知本公司之香港股份過戶登記處或以電郵該通知至827-corpcomm@unionregistrars.com.hk,閣下將被視為已同意收取通知信函印刷本,而本公司將按日期為2024年2月6日之本公司函件內所述之方式,在將來只向 閣下寄發有

關公司通訊已在相關網站發佈的通知信函印刷本。

- 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 如屬聯名股東,則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署,方為有效
- Kong Share Registrar, Union Registrars Limited at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong or by email to
  - Rong Share Registrar, Union Registrars Limited at Suites 3501-04, 55/F., Two Chinachem Exchange Square, 538 King's Road, North Point, Hong Rong of by email to 827-corpcomm@unionregistrars.com.hk. 上述指示將適用於寄發予本公司股東之所有日後公司通訊,直至 閣下以書面通知或電郵至 827-corpcomm@unionregistrars.com.hk 向香港股份過戶登記處聯合證券登記有限公司 (地址為香港北角英皇道338號華懋交易廣場2期33樓3301-04室) 發出合理的事先書面通知另作選擇為止。 For the avoidance of doubt, we do not accept any special instructions written on this Reply Form. 為免存疑,任何在本回條上的額外書面指示,本公司將不予處理。

## PERSONAL INFORMATION COLLECTION STATEMENT

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 purpose. You have the right to request access to and/or correction of the 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 of Union Registrars Limited.

provisions of the PDPO. Any such request for access to annow concentration in the Leasant Lambda with \$4.00 \text{\$\frac{1}{2}}\$ (mt) Any such request for access to annow concentration in the Leasant Lambda with \$\frac{1}{2}\$ (mt) \$\frac{1}

\*Corporate Communications includes but are 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form. 公司通訊文件包括但不限於:(a)董事會報告、年度財務報表連同核數師報告及如適用,財務簡要報告;(b)中期報告及如適用,中期簡要報告;(c)會議通告;(d)上市文件;(e)通 函;及(f)委任代表表格。

MAILING LABEL 郵寄標籤

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

No postage stamp necessary if posted in Hong Kong. 閣下寄回此回條時,請將郵寄標籤剪貼於信封上。

如在本港投寄母須貼上郵票。

**Union Registrars Limited** 聯合證券登記有限公司 Freepost No. 簡便回郵號碼 37 WCH Hong Kong 香港