



# TONGDA GROUP HOLDINGS LIMITED

## 通達集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號：698)

### NOTIFICATION LETTER 通知信函

Dear Shareholder(s),

20 February 2024

The following document(s) of Tongda Group Holdings Limited (the “Company”) has/have been prepared in English and Chinese and is/are available on the websites of the Company at [www.tongda.com](http://www.tongda.com) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (collectively “Websites”):-

- Circular dated 20 February 2024 and Notice of Extraordinary General Meeting to be held on Friday, 8 March 2024
- Form of Proxy for the Extraordinary General Meeting

If you have not provided us with an email address but now would like to receive an email notification of the publication of the Corporate Communication(s) on the Websites instead of receiving printed notification letter in future or the email address is invalid, please complete the Reply Form overleaf, and then sign and return it by fax (852) 2849 3319 or by email to [698-corpcomm@unionregistrars.com.hk](mailto:698-corpcomm@unionregistrars.com.hk) or by post or by hand to the Company c/o the Company’s branch share registrar in Hong Kong, Union Registrars Limited (“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.

You may at any time send your request in writing to the Company (c/o the Hong Kong Share Registrar at the above address or by email to the above email address) to request for printed copies 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 Communication(s) to you in printed form free of charge.

If you have previously submitted written request to receive Corporate Communications in printed form, printed version of the above Corporate Communications are enclosed herewith. Please be aware that any written request from a shareholder to receive Corporate Communications in printed form will expire one year from the date of receipt of the valid written request by the Hong Kong Share Registrar, unless it is revoked or superseded before the expiry date. A further written request will be required if a shareholder wishes to continue receiving future Corporate Communications in printed form thereafter.

Should you have any queries in relation to this letter, please call the 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 Hong Kong public holidays.

By Order of the Board  
Tongda Group Holdings Limited  
Wang Ya Nan  
Chairman

Note: Corporate Communications include, but not limited to (a) the directors’ report, its annual accounts together with a copy of auditor’s 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.

各位股東：

通達集團控股有限公司(「本公司」)下述文件已以中、英文版本編制及於本公司網站 ([www.tongda.com](http://www.tongda.com)) 及香港聯合交易所有限公司網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) (統稱「相關網站」) 刊載:-

- 日期為2024年2月20日的通函及將於2024年3月8日(星期五)舉行之股東特別大會通告；及
- 股東特別大會之代表委任表格

如閣下並未提供電郵地址或電郵地址無效，並現在希望日後收取有關公司通訊於相關網站發佈的電郵通知，以代替通知信函印刷本，請閣下填妥本函背面的回條及簽名，然後把回條以傳真(852) 2849 3319或電郵至 [698-corpcomm@unionregistrars.com.hk](mailto:698-corpcomm@unionregistrars.com.hk) 或寄回或親身交回本公司之香港股份過戶登記分處聯合證券登記有限公司(「香港股份過戶登記處」)，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。倘若閣下在香港投寄回條，可使用回條下方的郵寄標籤而毋須貼上郵票；否則，請貼上適當的郵票。

閣下可以隨時以書面通知本公司(經香港股份過戶登記處上述地址或電郵地址發送)要求收取公司通訊之印刷本。倘若閣下已收到有關公司通訊在相關網站上發佈的通知，但因任何原因而難以在相關網站上查閱公司通訊，本公司將於收到閣下的要求後免費寄上公司通訊之印刷本。

若閣下曾提出書面要求收取公司通訊之印刷本，現隨函附上上述公司通訊之印刷本。請注意，股東任何以書面要求收取公司通訊之印刷本將由香港股份過戶登記處接獲有效書面要求當日起一年後到期(除非在到期前已被撤銷或取代)。如股東希望日後繼續收取公司通訊之印刷本，則須再作書面要求。

閣下若對本函有任何疑問，請在辦公時間(星期一至星期五上午九時正至下午五時正，香港公眾假期除外)內致電香港股份過戶登記處(852) 2849 3399查詢。

承董事會命  
通達集團控股有限公司  
主席  
王亞南

2024年2月20日

附註：「公司通訊」包括但不限於(a)董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)委任代表表格。

