



## 葉氏化工集團有限公司 Yip's Chemical Holdings Limited

(於開曼群島註冊成立之有限公司)  
(Incorporated in the Cayman Islands with limited liability)  
股份代號 Stock Code: 408

Dear Non-registered Shareholders,

28 February 2024

### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing the Listing of Securities (the "Listing Rules") on The Stock Exchange of Hong Kong Limited (the "Stock Exchange") under the expansion of paperless listing regime effective from 31 December 2023, the Company is required to disseminate corporate communications ("Corporate Communications")<sup>Note1</sup> electronically. No printed copies of Corporate Communications will be mailed out to you except by request.

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.yipschemical.com](http://www.yipschemical.com) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk) (the "Website Version") in place of printed copies, with the exception that Actionable Corporate Communications<sup>Note2</sup> will be sent to you individually in printed form (if a functional postal address is provided in accordance with the below mechanism), in addition to being made available electronically on the aforementioned websites.

**As a non-registered shareholder, if you wish to receive corporate communications from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries") and provide your postal address to your Intermediaries. If the Company does not receive your functional postal address from the Intermediaries, until such time that the functional postal address is provided to the Intermediaries, you will need to proactively check the Company's website and the Stock Exchange's website to keep up with the publication of Corporate Communications and the Actionable Corporate Communications of the Company.**

We encourage you to access Corporate Communications of the Company in electronic form on the Company's website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company's branch share registrar in Hong Kong (the "Share Registrar"), Tricor Secretaries Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com). Please note that the hardcopy request will be valid from the date of the receipt of the request to 31 December of that year unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a non-registered shareholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Share Registrar's telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday (excluding Hong Kong public holidays) or send an email to [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Yip's Chemical Holdings Limited**  
**Ip Chi Shing**  
Chairman

*Note1: Corporate Communications refer to any document(s) 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 and 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) the environmental, social and governance report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.*

*Note2: "Actionable Corporate Communications" refer to any Corporate Communications from the Company that seek instructions from its securities holders on how they wish to exercise their rights or make an election as the securities holders of the Company.*

各位非登記股東：

### 以電子方式發佈公司通訊之安排

根據自2023年12月31日起生效的經修訂香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」）的擴大無紙化制度規定下，本公司將須透過電子方式發佈公司通訊（「公司通訊」）<sup>附註1</sup>。除非閣下提出要求，本公司不會再向閣下郵寄公司通訊的印刷本。

請注意，所有日後公司通訊的英文版和中文版將以電子方式在本公司網站([www.yipschemical.com](http://www.yipschemical.com))及聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))（「網站版本」）上提供，以代替印刷本，除在上述網站提供電子版外，惟將以印刷本形式（如果根據以下機制提供有效郵寄地址）向閣下個別地發送可供採取行動的公司通訊<sup>附註2</sup>除外。

**作為非登記股東，如有意根據《上市規則》收取公司通訊，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介機構」），並向閣下的中介公司提供閣下的郵寄地址。如本公司並未從中介公司收到閣下的有效郵寄地址，直至中介公司收到閣下有效的郵寄地址前，閣下將需要主動查看本公司網站和聯交所網站以留意本公司之公司通訊的發佈及可供採取行動的公司通訊。**

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的公司通訊。若閣下希望收取所有日後公司通訊之印刷本，請填妥本函背頁之申請表格並交回本公司的香港股份過戶登記分處（「股份過戶登記處」）卓佳秘書商務有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電郵至 [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)。請注意，非登記股東以印刷本形式收取公司通訊的要求將自收到該要求起直至當年12月31日止持續有效（除非被提前撤銷或取代）（以較早者為準）。如果股東希望繼續收到日後的公司通訊和可供採取行動的公司通訊的印刷本，屆時則需要做進一步書面請求。

如閣下對本函內容有任何疑問，請致電股份過戶登記處電話熱線(852) 2980 1333，辦公時間為星期一至五（香港公眾假期除外）上午9時正至下午6時，或電郵至 [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com) 查詢。

代表  
**葉氏化工集團有限公司**  
主席  
**葉志成**  
謹啟

2024年2月28日

*附註1：公司通訊指本公司已刊發或將予刊發以供其任何證券之持有人或投資大眾參照或採取行動之任何文件，包括但不限於(a)董事會報告及年度報告連同核數師報告副本及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)環境、社會及管治報告；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。*

*附註2：「可供採取行動的公司通訊」指本公司發出的任何公司通訊，該通訊尋求其證券持有人就如何行使其作為本公司證券持有人的權利或進行選擇作出的指示。*

Non-registered Shareholder's information (English name and Address):  
非登記股東資料 (英文姓名及地址):

## REQUEST FORM 申請表格

To: Yip's Chemical Holdings Limited (the "Company")  
(Stock Code: 408)  
c/o Tricor Secretaries Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: 葉氏化工集團有限公司 (本公司)  
(股份代號: 408)  
經卓佳秘書商務有限公司  
香港夏慤道16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications<sup>(1)</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your postal address to your Intermediaries.  
作為非登記股東, 如有意根據《上市規則》收取公司通訊<sup>(1)</sup>, 閣下應聯絡代 閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算 (代理人) 有限公司 (統稱「中介機構」), 並向 閣下的中介機構提供 閣下的郵寄地址。

I/We would like to receive all future Corporate Communications<sup>(1)</sup> in printed copy of the Company.

本人/吾等要求索取本公司所有日後公司通訊<sup>(1)</sup>之印刷本。

(Please mark "X" in ONLY ONE of the following boxes) (僅在其中一個空格內劃上「X」號)

- to receive by mail the **printed Chinese version** of all Corporate Communications; OR  
以郵寄收取所有公司通訊之**中文版印刷本**; 或
- to receive by mail the **printed English version** of all Corporate Communications; OR  
以郵寄收取所有公司通訊之**英文版印刷本**; 或
- to receive by mail **both the printed Chinese and English versions** of all Corporate Communications.  
以郵寄收取所有公司通訊之**中文及英文版印刷本**。

Signature

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

(English/英文) 聯絡電話:

Postal Address:

郵寄地址:

Notes 附註:

- "Corporate Communications" refer to any document(s) issued or to be issued by the Company for the information or action of holders of any of the Company's securities or the investing public, including but not limited to: (a) the directors' report and 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) the environmental, social and governance report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.  
「公司通訊」指本公司已刊發或將予刊發以供本公司任何證券之持有人或投資大眾參照或採取行動之任何文件, 包括但不限於: (a) 董事會報告及年度報告連同核數師報告副本及財務摘要報告 (如適用); (b) 中期報告及中期摘要報告 (如適用); (c) 環境、社會及管治報告; (d) 會議通告; (e) 上市文件; (f) 通函; 及 (g) 代表委任表格。
- By completing and returning this Request Form to request for the printed copy of Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當閣下填寫及寄回此申請表格以索取公司通訊印刷本後, 即表示閣下確認擬收取本公司所有日後公司通訊的印刷本。
- This request will be valid from the date of the receipt of the request to 31 December of that year unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a Shareholder wishes to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.  
此請求將自收到該要求起直至當年12月31日止持續有效 (除非被提前撤銷或取代) (以較早者為準)。如果股東希望繼續收到日後的公司通訊和可供採取行動的公司通訊的印刷本, 屆時則需要做進一步書面請求。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"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 to correct 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 either of the following means:  
本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義, 包括但不限於閣下的名稱、聯絡電話號碼、電郵地址和郵寄地址。閣下是自願向本公司提供閣下個人資料, 以便以閣下所選之方式接收公司通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。  
閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等查閱及/或修改閣下的個人資料的要求均須以以下其中一個書面方式提出:

By mail to: Data Privacy Officer  
Tricor Secretaries Limited  
17/F, Far East Finance  
Centre 16 Harcourt Road,  
Hong Kong  
is-enquiries@hk.tricorglobal.com

經郵寄: 個人資料私隱主任  
卓佳秘書商務有限公司  
香港夏慤道16號  
遠東金融中心17樓  
經電郵: is-enquiries@hk.tricorglobal.com



Please cut the mailing label and stick it on an envelope to return this Request Form to us.  
No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時, 請將郵寄標籤剪貼於信封上。  
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

