(Incorporated in Hong Kong with limited liability)
(Stock Code: 1029)

5 March 2024

Dear Shareholder,

## **Election as to Means of Receipt of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, IRC Limited (the "Company") intends to ascertain your election of means of receipt of all future corporate communications issued by the Company ("Corporate Communications"), 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.

## You may choose:

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

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, on or before 5 April 2024. 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) on or before 5 April 2024, you will be deemed 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 1029-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:1029-corpcomm@unionregistrars.com.hk">1029-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.

Yours faithfully, For and on behalf of IRC Group Limited Johnny Yuen Company Secretary

Reply	Form	回	條
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To: IRC Limited (the "Company")

(Stock Code: 1029) c/o Union Registrars Limited Suites 3301-04, 33/F., Two Chinachem Exchange Square 338 King's Road, North Point, Hong Kong

致:鐵江現貨有限公司(「本公司」)

(股份代號:1029) 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 corporate communications of the Company ("Corporate Communications#") 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」):

(P

(Please m	ark ( V ) in ONLY ONE of the following boxes. 請	旅卜列選擇中,僅在 <b>具中</b>	<b>一個</b> 空格內劃上「√」號)	
	by receiving a <b>notification by email</b> to the email website at <u>www.ircgroup.com.hk</u> and the website " <b>Websites</b> "); OR 每次公司通訊於本公司網站 <u>www.ircgroup.com.h</u> 時,收取發送至以下電郵地址的 <b>電郵通知</b> ; 或	of The Stock Exchange of	of Hong Kong Limited at www.hkexi	news.hk (collectively the
Email A 電郵地均	ddress	letter of the publication of the Corporess is used for notification of public 輔題和至以上提供之電郵地址。 有效電郵地址,以上電郵地址僅伊 nese version of all future C	rate Communication on the Websites will be sent to ation of Corporate Communications only.) 如有)。如末寿提供灌溉地址或灌廊地址無效, 供用作通知公司通訊已發佈。)	you. <u>Please provide a valid email</u>
Name(s): 姓名:	(English) (英文) (Please use <b>BLOCK CAPITALS</b> )		(Chinese) (中文) (請用 <b>正楷</b> 填寫)	
Address : 地址:				
Signature(s 簽名:	) :	Contact telephone number: 聯絡電話號碼:	Date: 日期:	

## Notes附註:

- Please complete all your details clearly. 請 閣下清楚填妥所有資料。
- If the Company does not receive this Reply Form or receive an objection from you on or before 5 April 2024, and until you inform the Company's Hong Kong Share Registrar by reasonable prior notice in writing or send such a notice to 1029-corpcomm@unionregistrars.com.hk, you will be deemed 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 5 March 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4月5日或之前仍未收到 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1029-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3月5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.
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  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。

  The above instructions will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing to the Hong 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 1029corpcomm@unionregistrars.com.hk.
  - corpcomm@unionregistrars.com.hk. 上述指示將適用於奇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<u>1029-corpcomm@unionregistrars.com.hk</u>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 purposes. You have the right to request access to and/or correction of 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 mail to Privacy Compliance Officer of Union Registrars Limited.

provisions of the PDPO. Any such request for access to and/or correction of the Personal Data shound of in white of the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data shound of in white of the provisions of the PDPO. Any such request for access to and/or correction of the PDPO. Any such request for access to access to any such request for access to access

# 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。

MAILING LABEL 郵寄標籤

**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

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。

如在本港投寄毋須貼上郵票。