



Lap Kei Engineering (Holdings) Limited
立基工程（控股）有限公司
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 1690)

3 April 2024

Dear Shareholders

New Arrangements on Dissemination of Corporate Communications

INTRODUCTION

Pursuant to new Rule 2.07A¹ of the Rules (the “**Listing Rules**”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and the articles of association (the “**Articles**”) of Lap Kei Engineering (Holdings) Limited (the “**Company**”), the Company will disseminate the future corporate communications of the Company (the “**Corporate Communications**”²) to its Shareholders³ electronically and only send Corporate Communications in printed form to the Shareholders upon request.

In this connection, the following arrangements came into effect on 31 December 2023.

ARRANGEMENTS

1. Actionable Corporate Communications⁴

The Company will send the Actionable Corporate Communications to its Shareholders individually in electronic form by email. If the Company does not possess any email address of a Shareholder or the email address provided by the Shareholder is not functional⁵, 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 the Corporate Communications available on its website (www.lapkeieng.com) and the Stock Exchange's website (www.hkexnews.hk).

Pursuant to the requirement under the Articles, a notice of publication of the Website Version⁶ of Corporate Communications, in both English and Chinese, will be sent by the Company to Shareholders by email or by post (only if the Company does not possess the functional email address of a Shareholder) on the publication date of the Corporate Communications.

3. Provision of Shareholder's Email Address to the Company

In support of electronic communication by email, the Company recommends its Shareholders to complete the online form by scanning above QR Code which is valid by 3 June 2024. Should the Shareholders, if for any reason, have difficulty in gaining access to the online form, they may provide the Company with their email address at any time in future by reasonable notice in writing to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited, (the "Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 1690-ecom@hk.tricorglobal.com.

The Company reminds the Shareholders that it is the responsibility of the Shareholders to provide email address that is functional. If the Company does not possess any email address of a Shareholder or the email address provided is not functional, the Shareholder may (i) be unable to receive notices of publication, Actionable Corporate Communications or other information from the Company by email, which may be detrimental to the rights as a Shareholder; (ii) need to proactively check the websites of the Company and the Stock Exchange to keep up with the publication of Corporate Communications; and (iii) receive the Actionable Corporate Communications in printed form in the future. 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".

4. Request for Corporate Communications and Actionable Corporate Communications in printed form

For those Shareholders who wish to receive a printed version of all future Corporate Communications and Actionable 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 Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 1690-ecom@hk.tricorglobal.com, send future Corporate Communications and/or the relevant Corporate Communications (as the case may be) to such Shareholders in printed form free of charge.

Please note that the preference in receiving Corporate Communications in printed form of a Shareholder will be valid until the last day of each financial year of the Company and expire thereafter or unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a Shareholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications after the end of the financial year.

Details of the arrangements (i) for dissemination of Corporate Communications and (ii) for requesting printed copy of Corporate Communications are published under the section "Investor Relations" in the Company's website (www.lapkeieng.com). For any queries in relation to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time) from Mondays to Fridays, excluding Hong Kong public holidays, or by sending an email to 1690-ecom@hk.tricorglobal.com.

¹ With effect from 31 December 2023.

² Corporate Communications include 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 quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

³ Holder(s) of the Share(s) of the Company.

⁴ Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as the Shareholders.

⁵ 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".

⁶ The version of Corporate Communications being published, in both English and Chinese, on the Company's website.

By Order of the Board
Lap Kei Engineering (Holdings) Limited
Wong Kang Kwong
Chairman and Executive Director