



Tradelink Electronic Commerce Limited

貿易通電子貿易有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock code 股份代號: 536)

15 April 2024

Dear non-registered shareholder(s),

Tradelink Electronic Commerce Limited (the “Company”)

– Notice of Publication of 2023 Annual Report, Circular of Annual General Meeting and Notice of Annual General Meeting (the “Current Corporate Communication”) and Arrangement of Electronic Dissemination of Corporate Communication

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at www.tradelink.com.hk and the HKEXnews website at www.hkexnews.hk (the “HKEXnews website”). You may access the Current Corporate Communication as appeared on the Company’s website or browsing through the HKEX’s website. If you have elected to receive the Corporate Communication in printed form, the printed version of Current Corporate Communication is enclosed. If you have any difficulty in receiving or gaining access to the Current Corporate Communication posted on the Company’s website for any reason or wish to receive the Current Corporate Communication in printed form, the Company will promptly upon your request send the printed version of the Current Corporate Communication to you free of charge; please write to the Company’s Hong Kong share registrar, Computershare Hong Kong Investor Services Limited (the “Share Registrar”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to ir@tradelink.com.hk.

Arrangement of Electronic Dissemination of Corporate Communication

Pursuant to Rule 2.07A and 2.07B of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) under the expansion of paperless listing regime and electronic dissemination of Corporate Communication that came into effect on 31 December 2023, the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communication, which mean any document issued or to be issued by the Company for the information or action of holders of any 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, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communication will be available electronically on the website of the Company at www.tradelink.com.hk and the HKEXnews website at www.hkexnews.hk in place of printed copies.

We write to ascertain your preference in receiving all future Corporate Communication. If you wish to receive the printed version of future Corporate Communication, please complete the enclosed reply form (the “Reply Form”) on the reverse side and return it to the Share Registrar, by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong; or send an email to ir@tradelink.com.hk specifying your name, address for the request. The Reply Form may also be downloaded from the Company’s website or the HKEXnews website. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communication and have made an election, you are hereby requested to make an election again. Please note that your previous election (if applicable) will be disregarded.

As a non-registered shareholder, if you wish to receive Corporate Communication 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 email address to your Intermediaries.

If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will (i) be unable to receive any notifications regarding the publication of Corporate Communication; and (ii) need to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communication.

Should you have any queries relating to this letter, please contact the Company’s telephone hotline at (852) 2161 4370 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to ir@tradelink.com.hk.

By Order of the Board
Tradelink Electronic Commerce Limited
Dr. LEE Harry Nai Shee, S.B.S., J.P.
Chairman

各位非登記股東：

貿易通電子貿易有限公司（「本公司」）

– 2023 年年度報告、股東週年大會通函及股東週年大會通告（「本次公司通訊」）之發佈通知及以電子方式發佈公司通訊之安排

本公司本次公司通訊的中、英文版本已上載於本公司的網站 www.tradelink.com.hk 和披露易網站 www.hkexnews.hk（「披露易網站」）。閣下可在本公司網站閱覽本次公司通訊或在聯交所網站瀏覽有關文件。如閣下已選擇收取公司通訊的印刷本，隨本函件附上本次公司通訊的印刷本。如閣下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難，本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本；閣下可以書面方式通知香港中央證券登記有限公司（「股份過戶登記處」），地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，或電郵至 ir@tradelink.com.hk。

以電子方式發佈公司通訊之安排

根據香港聯合交易所有限公司證券上市規則（「上市規則」）第 2.07A 條及第 2.07B 條已經於 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發佈公司通訊規定下，公司的組織章程細則以及公司條例（香港法例第 622 章），公司謹此通知閣下，公司已採用以電子方式發佈公司通訊之安排，該公司通訊是指公司為向其任何證券持有人提供資訊或提醒其採取行動而發佈或將要發佈的任何文件，包括但不限於 (a) 董事會報告、年度帳目以及審計報告副本以及（如適用）財務摘要報告；(b) 中期報告及其中期報告摘要（如適用）；(c) 會議通知；(d) 上市文件；(e) 通函和 (f) 代表委任表格。

請注意，所有未來公司通訊的英文版和中文版將在本公司網站 www.tradelink.com.hk 和披露易網站 www.hkexnews.hk 上提供，以代替印刷本。

現特來函以確定閣下對收取日後公司通訊的意向選擇。如閣下欲收取日後公司通訊文件之印刷本，請填妥在本函背面的回條（「回條」），並使用隨附之郵寄標籤經股份過戶登記處寄回本公司（如在香港投寄，閣下無需支付郵費或貼上郵票；否則，請貼上適當的郵票），地址為香港灣仔皇后大道東 183 號合和中心 17M 樓；或發送電郵至 ir@tradelink.com.hk，並註明閣下的姓名、地址提出要求。表格亦可於本公司網站或披露易網站內下載。即使閣下曾經收到本公司就收取某類公司通訊的方式提供選擇之函件並已作出選擇，仍請閣下再次作出選擇。請注意閣下以往所作出的選擇（如有）將失效。

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「中介公司」），並向閣下的中介公司提供閣下的電郵地址。

如果公司沒有從中介公司收到閣下的有效電郵地址，直至中介公司收到閣下有效的電郵地址前，閣下將(i)無法收到任何有關發佈公司通訊的通知；及(ii)需要主動查看公司網站和披露易網站以留意公司通訊的發佈。

如閣下對本函件有任何疑問，請於星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正的辦公時間內致電本公司的電話熱線(852)2161 4370 或電郵至 ir@tradelink.com.hk。

承董事會命
貿易通電子貿易有限公司
李乃熿博士， S.B.S., J.P.
主席

2024 年 4 月 15 日

**REPLY FORM 回條**

To: Computershare Hong Kong Investor Services Limited
(the "Share Registrar")
17M Floor, Hopewell Centre
183 Queen's Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司
(「股份過戶處」)
香港灣仔皇后大道東 183 號
合和中心 17M 樓

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communication* 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 email 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*，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「中介公司」），並向閣下的中介公司提供閣下的電郵地址。

Request for Corporate Communication* in printed form / 要求收取公司通訊*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): Tradelink Electronic Commerce Limited

上市公司（「本公司」）名稱：貿易通電子貿易有限公司

I/we would like to receive future Corporate Communication* in printed form.
本人／我們欲收取未來公司通訊*的印刷版。

Name(s) of Non-registered holder(s):
非登記股東姓名：

Signature(s):
簽名：

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:
聯絡電話號碼：

Date:
日期：

Notes:**附註：**

- "Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communication*.
「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊*。
- Please complete all your details clearly.
請閣下清楚填寫所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.
如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.
為免存疑，在本回條上的任何額外指示，本公司將不予處理。

* Unless otherwise specified, Corporate Communication refer to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form.
除非另有註明，公司通訊乃指本公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

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

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
本聲明中所指的「個人資料」與香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communication*. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關本公司以電子方式發佈公司通訊*的事宜上。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料，本公司可能無法處理閣下在本回條上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
本公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 PrivacyOfficer@computershare.com.hk。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited
香港中央證券登記有限公司
Freepost No. 簡便回郵號碼：37
Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。