



WING ON COMPANY INTERNATIONAL LIMITED

永安國際有限公司

(Incorporated in Bermuda with limited liability)

(百慕達註冊成立有限公司)

(Stock code: 289)

(股份代號: 289)

NOTIFICATION LETTER 通知信函

26 April 2024

Dear Non-registered Shareholder(s) ^(Note 1)

Wing On Company International Limited (the "Company")

– Notification of publication of 2023 Annual Report, Circular dated 26 April 2024 together with the Notice of Annual General Meeting, and Proxy Form (collectively the "Current Corporate Communications")

The English and Chinese versions of the Current Corporate Communications are available on the Company's website at <https://www.wingon.hk> and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at <https://www.hkexnews.hk> (the "Website Version"). The Company strongly recommends you to access the Website Version of these Current Corporate Communications.

If you for any reason have difficulty in receiving email notification or gaining access to the Website Version of the Current Corporate Communications and would like to receive the Current Corporate Communications and all future Corporate Communications ^(Note 2) in printed form, please complete, sign and return the enclosed Request Form to the share registrar of the Company in Hong Kong, Tricor Progressive Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the prepaid mailing label provided at the bottom of the enclosed Request Form (no stamp is needed if posted in Hong Kong) or by email to 289-ecom@hk.tricorglobal.com. The Company will promptly upon your request send the printed copies of the Current Corporate Communications to you free of charge.

As a non-registered shareholder, if you wish to receive Corporate Communications of the Company in electronic form, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries. Please contact your intermediary/nominee for the detailed procedure. 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 not be able to receive any notices of publication of the Website Version of Corporate Communications ("Notice of Publication") by email, and the Company would only be able to send you the Notice of Publication in printed form.

Should you have any queries relating to this letter, please call the telephone hotline of the share registrar of the Company in Hong Kong at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

By Order of the Board
Karl C. Kwok
Chairman

Notes:

- Non-registered Shareholder means such person or company whose shares of the Company 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 Communications of the Company. If you have sold or transferred all your shares in the Company, please disregard this letter and the enclosed Request Form.
- 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, the directors' report, its annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.

2024年4月26日

各位非登記股東 ^(附註1) :

永安國際有限公司(「本公司」)

– 有關2023年年報、於2024年4月26日刊發的通函連同召開股東週年大會通告及委任代表表格(統稱「本次公司通訊」)的刊發通知

本次公司通訊的英文及中文版本已上載於本公司網站(<https://www.wingon.hk>)及香港聯合交易所有限公司(「聯交所」)之網站(<https://www.hkexnews.hk>) (「網站版本」)。本公司建議閣下閱覽本次公司通訊的網站版本。

如閣下因任何理由無法以電子郵件方式收取通知或閱覽本次公司通訊的網站版本及欲索取本次公司通訊及日後公司通訊 ^(附註2) 的印刷本,請填妥及簽署隨附之申請表格,並以表格下方已預付郵費的郵寄標籤寄回本公司之香港股票登記及過戶處,卓佳廣進有限公司,地址為香港夏慤道16號遠東金融中心17樓(如在香港投寄毋須貼上郵票),或以電郵方式發送至289-ecom@hk.tricorglobal.com。本公司會因應閣下之要求立即向閣下免費發送本次公司通訊的印刷本。

作為非登記股東,如閣下欲以電子方式收取本公司的公司通訊,閣下應聯絡代閣下持有本公司股份的銀行、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電子郵箱地址。請聯絡閣下的中介機構/代理人以了解詳細程序。若本公司沒有從中介機構收到閣下之有效的電子郵箱地址,直至中介機構收到閣下之有效的電子郵箱地址之前,閣下將無法透過電子郵件方式收取公司通訊網站版本的刊發通知(「刊發通知」),而本公司只能發送刊發通知之印刷本予閣下。

倘閣下對本信函有任何查詢,請於星期一至星期五(公眾假期除外)上午9時至下午6時辦公時間內,致電本公司之香港股票登記及過戶處熱線(852) 2980 1333。

承董事會命
主席
郭志樑

附註:

- 非登記股東指將其持有之本公司股份存放於中央結算及交收系統(CCASS)的人士或公司,並透過香港中央結算有限公司不時向本公司發出通知,表示欲收取本公司之公司通訊。如閣下已經全數出售或轉讓所持有之本公司股份,則毋須理會本信函及隨附之申請表格。
- 公司通訊包括本公司發出或將予發出以供其任何證券持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於董事會報告、年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及委任代表表格。

REQUEST FORM 申請表格

To: **Wing On Company International Limited (the "Company")**
(Stock code: 289)
(Incorporated in Bermuda with limited liability)
c/o Tricor Progressive Limited
17/F, Far East Finance Centre,
16 Harcourt Road, Hong Kong

致: **永安國際有限公司(「本公司」)**
(股份代號: 289)
(百慕達註冊成立有限公司)
經卓佳廣進有限公司
香港夏愨道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⁽¹⁾ in website version pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares of the Company are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries. 作為非登記股東, 如閣下欲根據香港聯合交易所有限公司證券上市規則收取公司通訊⁽¹⁾網站版本, 閣下應聯絡代閣下持有本公司股份的銀行、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電子郵箱地址。

I/We would like to receive the Current Corporate Communications and all future Corporate Communications⁽¹⁾ of the Company in printed form in the manner indicated below:

本人/我們現欲以下列方式收取本公司本次公司通訊及所有日後的公司通訊⁽¹⁾的印刷本:

(Please mark a "✓" in ONLY ONE of the following boxes 請僅在下列其中一個空格內劃上「✓」號)

- to receive a printed copy in the English language only; OR
僅收取一份英文印刷本; 或
- to receive a printed copy in the Chinese language only; OR
僅收取一份中文印刷本; 或
- to receive a printed copy in both the English language and the Chinese language.
同時收取英文及中文各一份印刷本。

Name:
姓名:

(Please use English BLOCK LETTERS 請以英文正楷填寫)

Signature:
簽署:

Address:
地址:

(Please use English BLOCK LETTERS 請以英文正楷填寫)

Contact telephone number:
聯絡電話號碼:

Date:
日期:

Notes 附註:

- 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, the directors' report, its annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.
公司通訊包括本公司發出或將予發出以供其任何證券持有人或投資大眾參照或採取行動的任何文件, 其中包括但不限於董事會報告、年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及委任代表表格。
- Please complete, sign and return this Request Form by cutting and sticking the prepaid mailing label (provided at the bottom of this form) on an envelope to the share registrar of the Company in Hong Kong, Tricor Progressive Limited, or by email to 289-ecom@hk.tricorglobal.com.
請填妥及簽署本申請表格, 並以本申請表格下方已預付郵費的郵寄標籤剪貼於信封上, 寄回本公司之香港股票登記及過戶處, 卓佳廣進有限公司, 或以電郵方式發送至 289-ecom@hk.tricorglobal.com。
- By completing, signing and returning this Request Form to request for the printed copy of the Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed form and in the language selected above.
當閣下填妥、簽署及寄回本申請表格以索取公司通訊的印刷本後, 即表示閣下確認擬收取本公司日後刊發的所有公司通訊的印刷本及以上已選的語言版本。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the share registrar of the Company in Hong Kong or until it has been revoked, superseded or has expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if the non-registered shareholder prefers to continue receiving printed copy of future Corporate Communications.
上述指示適用於本公司日後向閣下發出之所有公司通訊, 直至閣下以合理時間書面通知本公司之香港股票登記及過戶處更改有關指示或直至被撤銷或取代或於2025年12月31日到期(以日期較早者為準)。若非登記股東希望繼續收取日後的公司通訊的印刷本, 則需要作出進一步書面要求。
- For the avoidance of doubt, no additional instructions (other than those imprinted herein) written on this Request Form will be processed.
為免存疑, 任何在本申請表格寫上的額外指示(本申請表格上所印列之指示除外)將不予處理。
- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the non-registered shareholder requesting for a printed form of any version(s) of the Corporate Communications.
若公司通訊的英文及中文版本合併為單一文件, 則公司通訊的英文及中文版本的印刷版本將寄給要求索取任何單一版本之公司通訊的印刷本的非登記股東。

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, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Progressive Limited at the above address.

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》(「《個人資料(私隱)條例》」)中「個人資料」的涵義相同。閣下是自願提供個人資料, 以用於處理閣下在本表格上所述的指示(「該等用途」)。如閣下未能提供足夠資料, 本公司有可能無法處理閣下的指示。本公司可就所述的該等用途, 將個人資料披露或轉移給本公司的附屬公司、股份登記及過戶處及/或向為本公司提供行政、電腦及其他服務的第三者服務供應商, 以及其他獲法例授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料的人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及紀錄用途)。有關查閱及/或更正個人資料的要求可按照《個人資料(私隱)條例》提出, 而有關要求須以書面方式郵寄至卓佳廣進有限公司(地址如上)的個人資料私隱主任。

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 Progressive Limited
卓佳廣進有限公司
Freepost No.簡便回郵號碼: 10 GPO
Hong Kong 香港