



SHUN TAK HOLDINGS

SHUN TAK HOLDINGS LIMITED

信德集團有限公司

(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: 242)

NOTIFICATION LETTER 通知信函

29 April 2024

Dear registered shareholders,

Shun Tak Holdings Limited (the “Company”)

– Notice of Publication of 2023 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form (“Current Corporate Communications”) and 2023 Sustainability Report (the “Sustainability Report”)

The Company’s Annual General Meeting will be held at 4:00 p.m. on 5 June 2024 (Wednesday) at Artyzen Club, 401A, 4th Floor, Shun Tak Centre, 200 Connaught Road Central, Hong Kong. The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited (“HKEX”) at www.hkexnews.hk and the Company’s website at www.shuntakgroup.com. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, please send your request (specifying your name, address and request) by email at shuntak.ecom@computershare.com.hk or by notice in writing to the Company’s share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

You may access the Sustainability Report through the Company’s website and the HKEX’s website. If you wish to receive a printed copy of the Sustainability Report, you may submit your request to the Share Registrar by post at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to shuntak.ecom@computershare.com.hk.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on the HKEX (the “Listing Rules”) under the expansion of paperless listing regime and electronic dissemination of corporate communications 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 communications (the “Corporate Communications”), which mean any documents 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 Communications will be available electronically on the Company’s website at www.shuntakgroup.com and the HKEX’s website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications^(Note), the Company recommends you provide your email address by completing, signing and returning the enclosed reply form (the “Reply Form”) to the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you on or before 27 May 2024, and until you inform the Share Registrar, you are deemed to have consented to read all future Corporate Communications published on the website of the Company at www.shuntakgroup.com (the “Website Version”), and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you in the future.

If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the website of the Company as and when Corporate Communications are published on the website of the Company and (ii) all future Actionable Corporate Communications^(Note) in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications, the Company will send to you by post at your address as appearing in the Company’s register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications^(Note) in printed form, until such time when you have provided a valid and a functional email address to the Share Registrar for receiving the same.

If you want to receive the Corporate Communications in printed form in future, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to shuntak.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of
SHUN TAK HOLDINGS LIMITED
Angela Tsang
Company Secretary

Note: Actionable Corporate Communications are any corporate communications that seek instructions from issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder.

