



SUNDART HOLDINGS LIMITED
承達集團有限公司

(incorporated under the laws of British Virgin Islands with limited liability)
(根據英屬處女群島法例註冊成立的有限公司)
(Stock Code 股份代號: 1568)

30 April 2024

Dear Registered Shareholder

- (1) **Notice of Publication of Annual Report 2023; and**
(2) **Letter to Registered Shareholders (the “Shareholders”) – Election of Language and Means of Receipt of Corporate Communications (the “Corporate Communications”^(Note 1)) and Actionable Corporate Communications (the “Actionable Corporate Communications”^(Note 2))**

The English and Chinese versions of Annual Report 2023 of SUNDART HOLDINGS LIMITED 承達集團有限公司 (the “Company”) are available on the Company’s website (www.sundart.com) and HKEXnews website (www.hkexnews.hk).

Future Corporate Communications and Future Actionable Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the Company’s website and HKEXnews website (the “Electronic Version”).

If you wish to receive all future Corporate Communications in printed form (the “Printed Version”), please complete and return the enclosed reply form (the “Reply Form”) to the Company at 19/F, Millennium City 3, 370 Kwun Tong Road, Kowloon, Hong Kong (the “Address”) or by email to ir@sundart.com. The Company will promptly send the Printed Version to you free of charge. You may at any time change your choice of language or means of receipt of all future Corporate Communications by giving not less than seven days’ notice in writing to the Company by post to the Address. The Reply Form may also be downloaded from the Company’s website and HKEXnews website.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating objection from you by 29 May 2024, and until you inform the Company by reasonable prior notice of not less than seven days in writing by post to the Address, you are deemed to (i) have elected the Electronic Version; and (ii) have accepted to receive all future Actionable Corporate Communications by post.

The Company will not send any notification letters notifying you of the publication of the Corporate Communications in the future. Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the Company’s website and HKEXnews website.

Solicitation of Email Address

To ensure timely receipt of the Actionable Corporate Communications, the Company recommends you to provide a functional email address in the Reply Form and return it by post or by email to the Company. If no functional email address is provided by you in the Reply Form, the Company will send you such Actionable Corporate Communications in printed form, until such time when you have provided a functional email address to the Company for receiving the same.

Should you have any queries in relation to this letter, please send an email to the Company at ir@sundart.com.

Yours faithfully
By order of the Board
SUNDART HOLDINGS LIMITED
承達集團有限公司
Chui Muk Heung
Company Secretary

Encl.

Notes:

- Corporate Communications 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 directors’ report and 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.
- Actionable Corporate Communications refer to any corporate communications from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company.

各位登記股東：

- (1) 2023年年報的刊發通知；及
(2) 致登記股東(「股東」)函件－選擇公司通訊(「公司通訊」^(附註1))及可供採取行動的公司通訊(「可供採取行動的公司通訊」^(附註2))的語言版本及收取方式

SUNDART HOLDINGS LIMITED 承達集團有限公司(「本公司」)2023年年報的英文及中文版本刊載於本公司網站(www.sundart.com)及香港交易所披露易網站(www.hkexnews.hk)。

日後公司通訊及日後可供採取行動的公司通訊

根據香港聯合交易所有限公司證券上市規則第2.07A條，現特來函以通知閣下，本公司已採用電子方式發佈公司通訊。務請注意，所有日後公司通訊的英文及中文版本均會以電子方式於本公司網站及香港交易所披露易網站刊載(「電子版本」)。

閣下如欲收取所有日後公司通訊的印刷本(「印刷本」)，請填寫隨函附奉的回條(「回條」)，並寄回本公司(地址為香港九龍觀塘道370號創紀之城3期19樓(「該地址」))或發送電郵至ir@sundart.com。本公司將立即向閣下免費寄發印刷本。閣下可以郵遞方式寄發至該地址向本公司發出不少於七日的書面通知，隨時更改。閣下選擇所有日後公司通訊的語言版本或收取方式。回條亦可於本公司網站及香港交易所披露易網站下載。

倘本公司於2024年5月29日前並無收到閣下填妥並簽署的回條或表示反對的任何書面回覆，且於閣下以郵遞方式寄發至該地址向本公司發出不少於七日的合理事先書面通知前，閣下會被視作(i)已選擇電子版本；及(ii)已接納以郵遞方式收取所有日後可供採取行動的公司通訊。

本公司日後將不會寄發有關通知。閣下刊發公司通訊的任何通知函件。本公司鼓勵股東主動留意本公司網站及香港交易所披露易網站上所有日後公司通訊的登載情況。

徵集電郵地址

為確保及時收到可供採取行動的公司通訊，本公司建議閣下於回條中提供有效電郵地址，並以郵遞或電郵方式寄回本公司。倘閣下未於回條中提供有效電郵地址，本公司將以印刷本形式向閣下寄發有關可供採取行動的公司通訊，直至閣下向本公司提供有效電郵地址以收取有關可供採取行動的公司通訊。

閣下如對本函件有任何疑問，請發送電郵至ir@sundart.com與本公司聯絡。

承董事會命
SUNDART HOLDINGS LIMITED
承達集團有限公司
公司秘書
徐木香
謹啟

2024年4月30日

隨附：附件

附註：

- 公司通訊指本公司所發出或將予發出以供其任何證券的持有人參考或採取行動的任何文件，包括但不限於董事會報告及年度賬目連同核數師報告副本、中期報告、會議通告、上市文件、通函及代表委任表格。
- 可供採取行動的公司通訊指本公司尋求股東就其作為本公司股東如何行使其權利或作出選擇的指示的任何公司通訊。

Reply Form (For Registered Shareholders) 回條(供登記股東使用)

To: **SUNDART HOLDINGS LIMITED 承達集團有限公司**
(the “Company”) (Stock Code: 1568)
19/F, Millennium City 3
370 Kwun Tong Road Kowloon
Hong Kong

致: **SUNDART HOLDINGS LIMITED 承達集團有限公司**
(「本公司」)(股份代號: 1568)
香港
九龍觀塘道370號
創紀之城3期19樓

Email Address for future Actionable Corporate Communications[^]

日後可供採取行動的公司通訊[^]的電郵地址

I/We would like to provide my/our email address in writing for receipt of all future Actionable Corporate Communications via electronic dissemination.

本人/吾等欲以書面方式提供本人/吾等的電郵地址,以接收透過電子方式發佈的所有日後可供採取行動的公司通訊。

Email Address:

電郵地址: _____

(Please provide the email address in English Capital Letters. If no functional email address is provided, you will receive future Actionable Corporate Communications by post, until such time when you have provided a functional email address to the Company for receiving the same.)
(請以英文大寫字母提供電郵地址。如未有提供有效電郵地址,則閣下將通過郵遞方式收取日後可供採取行動的公司通訊,直至閣下向本公司提供有效電郵地址以收取有關可供採取行動的公司通訊。)

Request for future Corporate Communications* in printed form

要求日後公司通訊*的印刷本

I/We would like to receive all future Corporate Communications of the Company in printed form.

本人/吾等欲收取本公司所有日後公司通訊的印刷本。

(Please check “✓” ONLY ONE box below) (請僅在下列其中一個空格內劃上「✓」號)

- Printed English version Printed Chinese version Printed English and Chinese versions
英文印刷版 中文印刷版 英文及中文印刷版

I/We have noted the following Personal Information Collection Statement and provide the information as requested.

本人/吾等已閱讀以下個人資料收集聲明,並按要求提供資料。

English full name of registered shareholder 登記股東英文全名: _____

Contact telephone number 聯絡電話號碼: _____

(Please use English BLOCK LETTERS)

(請以英文正楷填寫)

Address:

地址: _____

(Please use BLOCK LETTERS) (請以正楷填寫)

Date:

日期: _____

Signature(s):

簽署: _____

Notes 附註:

- Please complete this Reply Form clearly. Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void. If your shares are held in joint names, this Reply Form must be specified and signed by all joint holders whose names stand on the register of members of the Company in respect of the joint holding in order to be valid.
請清楚填寫本回條。回條上如未有作出選擇、沒有簽署或並無正確填寫,均屬無效。如閣下以聯名方式持有股份,則本回條須由名列本公司股東名冊上就聯名持有股份的所有聯名持有人填寫及簽署,方為有效。
- If the Company does not receive your Reply Form or any response indicating your objection by 29 May 2024, you are deemed to have elected to (i) access all future Corporate Communications by electronic means through the Company's website and HKEXnews website, and (ii) will receive all future Actionable Corporate Communications by post.
倘本公司於2024年5月29日前並無收到閣下的回條或閣下表示反對的任何回覆,則閣下會被視作(i)透過本公司網站及香港交易所披露易網站以電子方式閱覽所有日後公司通訊;及(ii)將透過郵遞的方式收取所有日後可供採取行動的公司通訊。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify the Company otherwise by giving not less than seven days' notice in writing by post to the Company at 19/F, Millennium City 3, 370 Kwun Tong Road, Kowloon, Hong Kong.
上述指示將適用於日後向閣下發出的所有公司通訊,直至閣下透過向本公司發出不少於七日的書面通知(郵寄至香港九龍觀塘道370號創紀之城3期19樓)另行通知本公司為止。
- For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.
為免存疑,本回條如有任何額外手寫指示,本公司概不受理。
- Corporate Communications** 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 directors' report and 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.
公司通訊指本公司所發出或將予發出以供其任何證券的持有人參考或採取行動的任何文件,包括但不限於董事會報告及年度賬目連同核數師報告副本、中期報告、會議通告、上市文件、通函及代表委任表格。
- Actionable Corporate Communications** refer to any corporate communications from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company.
可供採取行動的公司通訊指本公司尋求股東就其作為本公司股東如何行使其權利或作出選擇的指示的任何公司通訊。

PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

- “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」)中的「個人資料」具有相同涵義。
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.
閣下乃自願向本公司提供個人資料。倘閣下並無提供足夠資料,本公司可能無法處理閣下於本表格所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.
本公司可就任何指定用途將閣下的個人資料披露或轉移予其附屬公司、其股份過戶登記處及/或其他公司或團體,並將在必要期間內保留該等個人資料作核實及記錄用途。
- 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 made in writing to the Personal Data Privacy Officer of the Company at 19/F, Millennium City 3, 370 Kwun Tong Road, Kowloon, Hong Kong.
閣下有權根據個人資料私隱條例的規定查閱及/或更正閣下的個人資料。任何查閱及/或更正閣下個人資料的要求均須透過書面方式向本公司個人資料私隱主任提出(地址為香港九龍觀塘道370號創紀之城3期19樓)。