



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 Non-registered Shareholder (Note 1)

- (1) **Notice of Publication of Annual Report 2023; and**
(2) **Letter to Non-registered Shareholders – Election of Language and Means of Receipt of Corporate Communications (the “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

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.

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.

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.

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:

- This letter is addressed to the Company’s Non-registered Shareholders. A Non-registered Shareholder means such person or company whose shares in 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 to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form.
- 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.

各位非登記股東 (附註1):

- (1) **2023年年報的刊發通知; 及**
(2) **致非登記股東函件—選擇公司通訊(「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

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。

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。

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。

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:

- 本函件謹向本公司非登記股東發出。非登記股東指其於本公司的股份於中央結算及交收系統持有,並不時透過香港中央結算有限公司通知本公司其有意收取公司通訊的人士或公司。倘閣下已出售或轉讓所持有的本公司股份,則無需理會本函件及回條。
- 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。

Reply Form (For Non-registered Shareholders) 回條(供非登記股東使用)

To: **SUNDART HOLDINGS LIMITED 承達集團有限公司** 致: **SUNDART HOLDINGS LIMITED 承達集團有限公司**
(the “Company”) (Stock Code: 1568) (「本公司」)(股份代號: 1568)
19/F, Millennium City 3 香港
370 Kwun Tong Road Kowloon 九龍觀塘道370號
Hong Kong 創紀之城3期19樓

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 non-registered shareholder:

非登記股東英文全名:

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.
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。
 - 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)另行知會本公司為止。
 - 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。

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)。