



AUTOMATED SYSTEMS HOLDINGS LIMITED

自動系統集團有限公司*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code: 771)

(股份代號：771)

NOTIFICATION LETTER 通知信函

2nd May 2024

Dear Registered Shareholder(s),

Automated Systems Holdings Limited (the "Company")

– Notice of publication of the Annual Report 2023, Circular and Proxy Form (the "Current Corporate Communications")

The English and Chinese versions of the Current Corporate Communications are available on the website of the Company at www.asl.com.hk (click "Investor Relations", then "Financial Reports" and "Annual Reports", or click "Investor Relations", then "Announcements & Circulars") and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk. You may access the Current Corporate Communications through the above websites.

Shareholders who have chosen (or are deemed to have consented) to access the Corporate Communications of the Company^(Note) published on the website of the Company in place of receiving printed copies may request for printed copies of the Corporate Communications to be sent to them. Shareholders who for any reason have difficulty in accessing the Current Corporate Communications posted on the website of the Company will, upon request in writing to the Company c/o Tricor Tengis Limited, the branch share registrar and the transfer office of the Company in Hong Kong (the "Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 771-ecom@hk.tricorglobal.com, be sent the Current Corporate Communications in printed form free of charge.

If you wish to receive printed version(s) of the Current Corporate Communications, please complete Part A of the Change Request Form on the reverse side of this letter and return it to the Company c/o the Share Registrar by post using the mailing label at the bottom of the Change Request Form (applicable for posting within Hong Kong only) or by email to 771-ecom@hk.tricorglobal.com. The Change Request Form may also be downloaded from the website of the Company or the website of the Stock Exchange.

You are entitled to change the choice of means of receipt and/or language of the future Corporate Communications of the Company at any time by completing Part B of the Change Request Form on the reverse side of this letter and returning it to the Company c/o the Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 771-ecom@hk.tricorglobal.com.

Should you have any queries relating to above matters, please call the dial-up hotline of the Share Registrar at +852 2980 1333 during business hours (9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,
For and on behalf of
Automated Systems Holdings Limited
Ngan Wai Hing Lau Nga Ting
Joint Company Secretary

Note: "Corporate Communication(s)" mean any document issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public as defined in Rule 1.01 of the Rules Governing the Listing of Securities on the Stock Exchange, 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.

* For identification purpose only

致各位登記股東：

自動系統集團有限公司* (「本公司」)

– 2023年報、通函及代表委任表格(「本次公司通訊」)之發佈通知

本次公司通訊之中、英文版本已上載於本公司網站www.asl.com.hk (按「投資者關係」一項，再按「財務報告」及「年報」)或按「投資者關係」一項，再按「公告及通函」及香港聯合交易所有限公司(「聯交所」)網站www.hkexnews.hk。閣下可透過上述網站瀏覽本次公司通訊。

凡已選擇(或被視為已同意)瀏覽在本公司網站登載之本公司之公司通訊^(附註)以代替收取印刷本之股東，均可要求索取公司通訊之印刷本。股東如因任何理由瀏覽於本公司網站登載之本次公司通訊時遇有困難，可透過卓佳登捷時有限公司(為本公司之香港股份過戶登記分處)(「股份過戶登記處」)，地址為香港夏慤道16號遠東金融中心17樓向本公司提出書面要求或電郵至771-ecom@hk.tricorglobal.com，則可獲免費發送本次公司通訊之印刷本。

閣下如欲收取本次公司通訊印刷本，請填妥在本函背面之變更申請表格之甲部，並使用變更申請表格底部之郵寄標籤(僅適用於香港投寄)透過股份過戶登記處寄回至本公司或電郵至771-ecom@hk.tricorglobal.com。變更申請表格亦可於本公司網站及聯交所網站下載。

閣下有權隨時更改日後公司通訊之收取方式及/或語言版本之選擇，請填寫本函背面之變更申請表格之乙部，然後交回股份過戶登記處至香港夏慤道16號遠東金融中心17樓或電郵至771-ecom@hk.tricorglobal.com，以通知本公司。

如閣下有任何與上述事宜有關的疑問，請於辦公時間內(星期一至星期五上午九時正至下午五時正，香港公眾假期除外)致電股份過戶登記處電話熱線+852 2980 1333查詢。

代表
自動系統集團有限公司
聯席公司秘書
顏偉興 劉雅婷
謹啟

二零二四年五月二日

附註：「公司通訊」指本公司發出或將予發出以供本公司任何證券的持有人或投資大眾參照或採取行動的任何文件(定義見聯交所證券上市規則第1.01條)，其中包括但不限於：(a)董事會報告、本公司之年度帳目連同核數師報告以及(如適用)財務摘要報告；(b)中期報告及(如適用)其中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

* 僅供識別

Name and Address of Registered Shareholder(s)
登記股東姓名及地址

CHANGE REQUEST FORM 變更申請表格

To: Automated Systems Holdings Limited (the "Company")
(Stock Code: 771)
c/o Tricor Tengis Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

致：自動系統集團有限公司* (「本公司」)
(股份代號：771)
經卓佳登捷時有限公司
香港夏愨道16號遠東金融中心17樓

Part A I/We have received a printed copy of the Current Corporate Communications in English/Chinese or have elected (or am/are deemed to have elected) to receive the Current Corporate Communications in electronic form on the website of the Company. I/We would like to request the printed version(s) of the Current Corporate Communications in the manner as indicated below:

甲部 本人/吾等已收取本次公司通訊之英文/中文印刷本或已選擇(或被視為已選擇)收取於本公司網站登載的本次公司通訊電子版本。本人/吾等現欲索取下列所示之本次公司通訊印刷本：

(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 the printed English version ONLY; OR 僅收取英文印刷本；或
 to receive the printed Chinese version ONLY; OR 僅收取中文印刷本；或
 to receive both printed English and Chinese versions. 同時收取英文及中文印刷本。

Part B I/We would like to change the choice of means of receipt or language of all future Corporate Communications of the Company in the manner as indicated below:

乙部 本人/吾等現欲更改選擇有關本公司日後刊發的所有公司通訊之收取方式或語言版本如下：

(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。)

by electronic means through the website of the Company (<http://www.asl.com.hk>) instead of in printed copies, with an email notification of the publication of Corporate Communication(s) sent to my/our email address at ^(Note 4); or 透過本公司網站(<http://www.asl.com.hk>)以電子方式收取公司通訊，以代替印刷本，並於有關公司通訊登載時向本人/吾等發出電郵通知至^(附註4)；或

- to receive the printed English version ONLY; OR 僅收取英文印刷本；或
 to receive the printed Chinese version ONLY; OR 僅收取中文印刷本；或
 to receive both printed English and Chinese versions. 同時收取英文及中文印刷本。

Signature(s):

簽署：_____

Contact telephone number:

聯絡電話號碼：_____

Date:

日期：_____

Notes 附註：

- Please complete all your details clearly. Any Change Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company. 請 閣下清楚填妥所有資料。本公司將有酌情權決定任何未有清楚填妥或填寫不正確之變更申請表格無效。
- If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid. 如屬聯名股東，則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名首位的股東簽署，方為有效。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form. 為免存疑，本公司概不接受於本變更申請表格上書寫之任何額外指示。
- If you do not provide your email address or provide an incorrect email address, printed notification of publication of Corporate Communication(s) will be sent to you by post at your address as appearing on the register of members maintained by the Share Registrar or at any other address you have provided to us for such purpose. 如 閣下未有提供電郵地址或提供不正確的電郵地址，我們將透過郵遞方式，按 閣下於我們在股份過戶登記分處存置的股東名冊上所示地址或任何由 閣下向我們提供作該用途的地址，向 閣下寄發公司通訊登載通知的印刷本。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "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 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address. 本聲明中之「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「私隱條例」)中「個人資料」的涵義，當中可能包括但不限於 閣下之姓名、聯絡電話號碼、電郵地址及郵寄地址。
- (ii) Your supply of Personal Data is on a voluntary basis for the purpose of receiving the current and future Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes. 閣下向本公司提供個人資料屬自願性質，以便按 閣下選擇之方式收取本次及日後之公司通訊。本公司將在有需要之期間，保存 閣下之個人資料作核實及記錄用途。
- (iii) 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 addressed to the Personal Data Privacy Officer of Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to is-enquiries@hk.tricorglobal.com. 閣下有權根據《私隱條例》中的條款，查閱及/或修改閣下之個人資料。任何相關查閱及/或修改閣下之個人資料之要求均須以書面方式郵寄至香港夏愨道16號遠東金融中心17樓或電郵至 is-enquiries@hk.tricorglobal.com 向卓佳登捷時有限公司的個人資料私隱主任提出。

MAILING LABEL 郵寄標籤

Please cut the mailing label and stick it on an envelope to return this Request Form to us.
閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。

No postage stamp is required if posted in Hong Kong.
如在本港投寄，毋須貼上郵票。

Tricor Tengis Limited
卓佳登捷時有限公司
Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港
Automated Systems Holdings Limited (771)
自動系統集團有限公司* (771)

* For identification purpose only
僅供識別