



Town Ray Holdings Limited

登輝控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 1692)

## NOTIFICATION LETTER 通知信函

Dear Non-Registered Shareholder<sup>(1)</sup>,

28 May 2024

**Town Ray Holdings Limited (the “Company”)**

**– Notification of publication of Circular, Notice of 2024 Annual General Meeting & Proxy Form (“Current Corporate Communications”)**

The English and Chinese versions of the Company’s Current Corporate Communications are available on the Company’s website at [www.townray.com](http://www.townray.com) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk) respectively (the “Website Version”). The Company strongly recommends you to access the Website Version of the Current Corporate Communications.

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communications and all future Corporate Communications<sup>(2)</sup> in printed form, please complete, sign the enclosed Request Form and return it to the Company’s branch share registrar in Hong Kong, Tricor Investor Services Limited (“Share Registrar”) at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to [1692-ecom@hk.tricorglobal.com](mailto:1692-ecom@hk.tricorglobal.com). The Company will upon request promptly send the Current Corporate Communications to you in printed form free of charge.

**As a Non-registered Holder, 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 be unable 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 any of the above matters, please call the Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays or send an email to [1692-ecom@hk.tricorglobal.com](mailto:1692-ecom@hk.tricorglobal.com).

By Order of the Board  
**TOWN RAY HOLDINGS LIMITED**  
**Chan Kam Kwong Charles**  
Chairman and non-executive Director

Note:

1. Non-Registered Holder means such person or company whose shares 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.
2. 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 (a) the directors’ report and 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.

各位非登記股東<sup>(1)</sup>：

**登輝控股有限公司（「本公司」）**

— 於本公司網站刊發通函、二零二四年股東週年大會通告及代表委任表格（「本次企業通訊」）之發佈通知

本公司的本次公司通訊之中、英文版本已分別上載於本公司網站([www.townray.com](http://www.townray.com))及香港聯合交易所有限公司（「聯交所」）之網站([www.hkexnews.hk](http://www.hkexnews.hk))（「網站版本」）。本公司建議閣下閱覽本公司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或閱覽公司通訊的網站版本，及欲索取本次公司通訊及將來公司通訊的印刷本，請填妥及簽署隨附之申請表格，並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處（「股份過戶登記處」）卓佳證券登記有限公司（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），或電郵至 [1692-ecom@hk.tricorglobal.com](mailto:1692-ecom@hk.tricorglobal.com)。本公司會因應閣下之要求立即寄上公司通訊的印刷本，費用全免。

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<sup>(2)</sup>，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。請聯絡閣下的中介人公司/代理人以了解詳細程序。如果本公司沒有從中介公司收到閣下的有效電子郵件地址，直至中介公司收到閣下有效的電子郵件地址前，閣下將無法透過電子郵件方式收到公司通訊網站版本的登載通知（「登載通知」），而本公司只能發送登載通知之印刷本予閣下。

如閣下對本函內容有任何疑問，請致電股份過戶登記處電話熱線(852) 2980 1333，辦公時間為星期一至五（公眾假期除外）上午9時正至下午6時正，或電郵至 [1692-ecom@hk.tricorglobal.com](mailto:1692-ecom@hk.tricorglobal.com)。

承董事會命  
**登輝控股有限公司**  
主席兼非執行董事  
**陳鑑光**

2024年5月28日

附註：

1. 非登記股東指其股份存放於中央結算及交收系統（中央結算及交收系統）的有關人士或公司，而彼等已透過香港中央結算有限公司不時通知本公司，彼等擬收取本公司之公司通訊。
2. 公司通訊包括本公司發佈或將予發佈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 (a) 董事會報告，公司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）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。

Non-registered Shareholder's information (English name and Address):  
非登記股東資料 (英文姓名及地址):

## REQUEST FORM 申請表格

To: **Town Ray Holdings Limited**  
(Stock Code: 1692) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: **登輝控股有限公司**  
(股份代號: 1692) (「本公司」)  
經卓佳證券登記有限公司  
香港夏慤道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 (I) pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊 (I)，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算 (代理人) 有限公司 (統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive the current and future Corporate Communications<sup>(1)</sup> in printed copy of the Company.

本人/吾等要求索取本公司本次及今後刊發之公司通訊<sup>(1)</sup>之印刷本。

Signature:

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

(English英文) 聯絡電話:

(in block letters 請以正楷填寫)

Postal Address:

郵寄地址:

Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's 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; (f) a proxy form.  
「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告 (如適用)；(b)中期報告及中期摘要報告 (如適用)；(c)會議通告；(d)上市文件；(e)通函；(f)代表委任表格。
- By completing and returning this Request Form to request for the printed copy of the Current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當閣下填寫及寄回此申請表格以索取刊發之本公司通訊印刷本後，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。
- This request will be valid until expired on the last date of each financial year or unless being revoked or superseded (whichever is earlier). Further request in writing will be required if Shareholder prefers to continue receiving printed copy of future Corporate Communications.  
此請求將一直有效，直到每個財政年度的最後一天到期為止，除非被撤銷或取代 (以較早者為準)。如果股東希望繼續收到日後的公司通訊的印刷本，則需要做進一步書面請求。

### 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 Abacus 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回條上所述的指示 (「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之人士。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證券登記有限公司 (地址如上) 的個人資料私隱主任。

### Mailing Label 郵寄標籤

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。

**Tricor Investor Services Limited**  
**卓佳證券登記有限公司**  
**Town Ray Holdings Limited 登輝控股有限公司 (1692)**  
**Freepost No. 簡便回郵號碼: 10 GPO**  
**Hong Kong 香港**