Tak Lee Machinery Holdings Limited
德利機械控股有限公司

(incorporated in the Cayman Islands with limited liability)
(Stock Code: 2102)

Dear Registered Shareholder(s),

3 November 2025

Notification of publication of Corporate Communications on the Company's website

We hereby notify you that the following Corporate Communication(s)[1] (the "**Current Corporate Communications**") of Tak Lee Machinery Holdings Limited (the "**Company**"), in both English and Chinese versions, are now available on the Company's website at www.tlmc-hk.com (the "**Company's Website**") and the website of The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**") at www.hkexnews.hk (the "**Stock Exchange's Website**"):

- Annual Report 2025
- Circular dated 3 November 2025 containing Notice of Annual General Meeting
- Form of Proxy

You may now access the Current Corporate Communications under "Investor Relations" section of the Company's Website or the Stock Exchange's Website. If you have previously requested to receive Corporate Communications in printed form, the Current Corporate Communications are enclosed herewith.

In support of electronic communication by email, the Company recommends you to provide the Company with your email address by reasonable notice (not less than 7 days) in writing to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited ("**Hong Kong Branch Share Registrar**") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 2102-ecom@vistra.com. The email address provided is used for the purposes of receiving (i) all email notices of publication of Corporate Communications on the Company's Website, and (ii) all future Actionable Corporate Communications[2] in electronic form from the Company.

It is the responsibility of the Shareholders to provide email address that is functional. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will send to you by post, (i) a notice of publication of Corporate Communications on the Company's Website and (ii) future Actionable Corporate Communications in printed form, until such time when you have provided a functional email address to the Company's Hong Kong Branch Share Registrar for receiving the same. The Company will be considered to have complied with the Rules Governing the Listing of Securities on the Stock Exchange if it sends notices of publication of Corporate Communications on the Company's Website and/or Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery" message.

You are entitled to change the election of means of receipt of future Corporate Communications and Actionable Corporate Communications and request for printed copies of the Current Corporate Communications at any time by completing, signing and returning the enclosed Change Request Form or by written request to the Hong Kong Branch Share Registrar (at the address above) or by email to 2102-ecom@vistra.com. We will promptly send the printed copies of the Current Corporate Communications to you free of charge upon receipt of your request for receiving printed form of Current Corporate Communications.

Should you have any queries relating to this notification, please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays) or send an email to 2102-ecom@vistra.com.

Yours faithfully,
Chow Luen Fat
Chairman and Chief Executive Officer

Encl.

1. *Corporate Communication(s) 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.*
2. *Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders.*

Registered Shareholder's information (English name and Address):

Change Request Form

To: **Tak Lee Machinery Holdings Limited (the "Company") (Stock Code: 2102)**
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre,
16 Harcourt Road,
Hong Kong

Part A I/We would like to receive printed copies of the following Current Corporate Communications[1]:
Please mark (X) in the following boxes (if applicable)

☐ Annual Report 2025
☐ Circular dated 3 November 2025 containing the Noitce of Annual General Meeting
☐ Form of Proxy

Part B I/We would like to receive the Company's future Corporate Communications and Actionable Corporate Communications[2] in the manner as indicated below:
Please mark "X" in ONLY ONE of the following boxes (if applicable)

☐ to receive email notices of publication of Corporate Communications on the Company's website and Actionable Corporate Communications in electronic form via the email address:
Email Address: _____
(Please provide the email address in English Capital Letters)
or
☐ to receive **printed copies** of notice of publication of Corporate Communications and Actionable Corporate Communications; or
☐ to receive **printed copies** of all future Corporate Communications and Actionable Corporate Communications.

Name of Registered Shareholder: _____ Contact telephone number: _____

Address: _____

Signature: _____ Date: _____

Notes:

1. 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.
2. Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders.
3. Please complete this Change Request Form clearly. If no box is marked "X", or any signature or other information is incorrectly completed, the Company reserves its right to treat this Change Request Form as void.
4. 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.
5. The above instruction will apply to future Corporate Communications and Actionable Corporate Communications to be sent to you. You have the right at any time to change the election of means of receipt of future Corporate Communications and Actionable Corporate Communications by serving reasonable notice of not less than 7 days in writing to the Hong Kong Branch Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 2102-ecom@vistra.com. This request for printed copies of the future Corporate Communications will be valid until expiry on 31 July 2026 unless being revoked or superseded (whichever is earlier). Further request in writing will be required if you prefer to continue receiving printed copies of future Corporate Communications.
6. For the avoidance of doubt, we do not accept any other special instructions written on this Change Request Form.
7. Should you have any queries in relation to this Change Request Form, please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays), or send an email to 2102-ecom@vistra.com.

PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "**PDPO**"), which may include but not limited to your name, contact telephone number, email address and mailing address. Your supply of Personal Data is on a voluntary basis for the purpose of receiving 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. You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

By mail to: Data Privacy Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong
By email to: is-enquiries@vistra.com

(Please cut along the dotted line 請沿虛線剪下)

Mailing Label 郵寄標籤

Please cut the mailing label and stick this on an envelope to return the Change Request Form to us.
No postage stamp is required for local mailing in Hong Kong.
當 閣下寄回此變更申請表格時，請將此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
Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港