KWAN ON HOLDINGS LIMITED
均安控股有限公司
(Incorporated in the Cayman Islands with limited liability)
（於開曼群島註冊成立的有限公司）
（Stock Code 股份代號：1559）

NOTIFICATION LETTER 通知信函

11 December 2025

Dear Non-registered Holder(s) *(Note 1)*,

Kwan On Holdings Limited (the "Company")
- Notice of publication of 2025 Interim Report (the "Current Corporate Communication") on website

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at (www.kwanonconstruction.com) and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk respectively (the "**Website Version**"). The Company strongly recommends you to access the Website Version of Current Corporate Communication.

If you for any reason 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 Communication and all future Corporate Communications *(Note 2)* in printed form, please complete, sign the enclosed Request Form and return it to the Company branch share registrar in Hong Kong, Tricor Investor Services Limited (the "**Branch 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 1559-ecom@vistra.com. The Company will upon request promptly send the Current Corporate Communication 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 (the "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 Branch Share Registrar's telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

By Order of the Board
Kwan On Holdings Limited
Chen Zhenghua
Chairman

Notes:

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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; (g) a proxy form; and (h) Actionable Corporate Communications.*

各位非登記持有人*（附註1）*：

均安控股有限公司（「本公司」）
— 於網站上二零二五年中期業績報告（「本次企業通訊」）的通知

本公司的本次企業通訊之中、英文版本已分別上載於本公司網站(www.kwanonconstruction.com)及香港聯合交易所有限公司之網站(www.hkexnews.hk)（「**網站版本**」）。本公司強烈建議　閣下閱覽本次企業通訊的網站版本。

如　閣下因任何理由難以電子郵件方式收取或閱覽企業通訊的網站版本，及欲索取本次及日後所有企業通訊*（附註2）*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卓佳證券登記有限公司（「**股份過戶登記分處**」）（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 1559-ecom@vistra.com。本公司會因應　閣下之要求立即向 閣下寄發本次企業通訊的印刷本，費用全免。

作為非登記持有人，如　閣下欲以電子方式收取本公司的企業通訊，　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「中介機構」），並向　閣下的中介機構提供　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機構收到　閣下的有效電子郵件地址，直至中介機構收到　閣下有效的電子郵件地址前，本公司將無法透過電子郵件方式發送企業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。

倘　閣下對上述任何事宜有任何查詢，請於星期一至星期五（公眾假期除外）上午9時至下午6時，致電股份過戶登記分處熱線(852) 2980 1333。

承董事會命
均安控股有限公司
主席
陳正華
謹啓

2025年12月11日

附註：

1. *非登記持有人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企業通訊。*
2. *企業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) 季度報告（如有）；(d) 會議通告；(e) 上市文件；(f) 通函；(g) 代表委任表格; 及 (h) 可供採取行動的企業通訊。*

Non-Registered Holder's information (English name and address)
非登記持有人資料（英文姓名及地址）

REQUEST FORM 申請表格

To: **Kwan On Holdings Limited**
(the "Company")
(Stock Code: 1559)
(Incorporated in the Cayman Islands with limited liability)
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre,
16 Harcourt Road, Hong Kong

致: **均安控股有限公司**
（「本公司」）
（股份代號：1559）
（於開曼群島註冊成立的有限公司）
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 Holder, if you wish to receive Corporate Communications (1) pursuant to the Listing Rules(2), 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.
作為非登記持有人，如有意根據《上市規則》收取企業通訊 (1) ，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「中介機構」），並向 閣下的中介機構提供 閣下的電子郵件地址。

I/We would like to receive the Current Corporate Communication and all future Corporate Communications(1) of the Company in the manner as indicated below:
本人／我們現在希望以下列方式收取本公司本次及日後所有企業通訊(1)：

(Please mark a "✓" in **ONLY ONE** of the following boxes) （請從下列選擇中，**僅**在其中**一個**空格內劃上「✓」號）

☐ to receive a printed copy **in the English language only**; **OR**
僅收取**英文印刷本**；**或**

☐ to receive a printed copy **in the Chinese language only**; **OR**
僅收取**中文印刷本**；**或**

☐ to receive a printed copy **in both the English language and the Chinese language**.
同時收取**英文及中文印刷本**。

Signature: _____ Date: _____
簽署： 日期：

Name: _____ Contact Phone Number: _____
姓名：（English英文） 聯絡電話：

(in block letters 請以正楷填寫)

Postal Address:
郵寄地址: _____
（English英文）(Please use BLOCK LETTERS 請用正楷填寫)

Notes 附註：

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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; (g) a proxy form; and (h) Actionable Corporate Communications.
企業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) 季度報告（如有）； (d) 會議通告； (e) 上市文件； (f) 通函； (g) 代表委任表格; 及 (h)可供採取行動的企業通訊。
2. the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited
香港聯合交易所有限公司證券上市規則
3. By completing and returning the Request Form to request for the printed copy of the Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed form and in the language selected above.
當 閣下填寫及寄回申請表格以索取企業通訊的印刷本後，即表示 閣下確認擬收取本公司日後刊發的所有企業通訊的印刷本及其語言版本。
4. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's branch share registrar in Hong Kong or until the last day of the following financial year of the Company (whichever is earlier). Further request in writing will be required if the non-registered holder prefers to continue receiving printed copy of future Corporate Communications.
上述指示適用於本公司日後向 閣下發出之所有企業通訊，直至 閣下合理書面通知本公司的香港股份過戶登記分處作出另行通知或直至本公司下一個財政年度的最後一天（以較早者為準）。如果非登記持有人希望繼續收到 日後的企業通訊的印刷本，則需要做進一步書面請求。
5. For the avoidance of doubt, no additional instructions (other than those imprinted herein) written on this Request Form will be processed.
為免存疑，任何在本申請表格寫上的額外指示（本申請表格上所印列之指示除外）將不予處理。
6. If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the non-registered holder requesting for a printed form of any version(s) of the Corporate Communications.
若企業通訊的英文版本及中文版本合併為一份文件，則企業通訊的英文版本及中文版本的印刷版本將寄給要求索取任一版本企業通訊印刷版本的非登記持有人。

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 Investor Services 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 閣下在本表格上所述的 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。

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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。

Mailing Label 郵寄標籤

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