通達宏泰
TONGDA HONG TAI

# TONGDA HONG TAI HOLDINGS LIMITED
# 通達宏泰控股有限公司

*(Incorporated in the Cayman Islands with limited liability)*
*（於開曼群島註冊成立之有限公司）*
**(Stock Code 股份代號：2363)**

## NOTIFICATION LETTER 通知信函

Dear Non-registered Shareholder (Note 1), 15 April 2026

The following document(s) of Tongda Hong Tai Holdings Limited (the "**Company**") has/have been prepared in English and Chinese and is/are available on the websites of the Company at https://www.tongdahongtai.com and The Stock Exchange of Hong Kong Limited at https://www.hkexnews.hk (collectively the "**Websites**"):-

- Annual Report 2025 **(the "Annual Report")**
- Circular dated 15 April 2026 **(the "Circular")** and Notice of Annual General Meeting to be held on 7 May 2026
- Form of Proxy for the Annual General Meeting

Please provide your email address to the Company via Hong Kong Securities Clearing Company Limited ("**HKSCC**") if you would like to receive an email notification of the publication of the Corporate Communication(s) (Note 2) on the Websites instead of receiving printed notification letter in future. If the Company does not receive your email address via HKSCC or the email address provided is invalid, the printed notification will be sent to you by post at your address as provided by HKSCC.

You may at any time send your request in writing to the Company (c/o its branch share registrar in Hong Kong, Union Registrars Limited (the "**Hong Kong Share Registrar**") at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong or by email to 2363-corpcomm@unionregistrars.com.hk) to request for printed copies of the Corporate Communications. If you have received notification of the publication of the Corporate Communication(s) on the Websites and for any reason have difficulty in gaining access to the Corporate Communication(s) on the Websites, the Company will upon request send the Corporate Communication(s) to you in printed form free of charge.

If you have previously submitted written request to receive Corporate Communications in printed form, printed version of the Annual Report and the Circular are enclosed herewith. Please be aware that any written request from a shareholder to receive Corporate Communications in printed form will expire one year from the date of receipt of the valid written request by the Hong Kong Share Registrar, unless it is revoked or superseded before the expiry date. A further written request will be required if a shareholder wishes to continue receiving future Corporate Communications in printed form thereafter.

Should you have any queries in relation to this letter, please call the Hong Kong Share Registrar at (852) 2849 3399 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

By Order of the Board
**Tongda Hong Tai Holdings Limited**
**CHAN Shiu Man**
*Executive Director*

*Notes:*

*(1) This letter is addressed to non-registered shareholders of the Company. "Non-registered Shareholder" means such person or company whose shares in the Company are held in the Central Clearing and Settlement System and who has notified the Company from time to time through HKSCC to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter.*

*(2) Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of auditor's 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.*

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各位非登記股東（附註 1）：

通達宏泰控股有限公司（「**本公司**」）下述文件已以中、英文版本編制及於本公司網站 (https://www.tongdahongtai.com) 及香港聯合交易所有限公司網站 (https://www.hkexnews.hk)（統稱「**相關網站**」）刊載:-

- 2025 年年報（「**年報**」）
- 日期為 2026 年 4 月 15 日的通函（「**通函**」）及將於 2026 年 5 月 7 日舉行之股東週年大會通告
- 股東週年大會之代表委任表格

若　閣下希望日後收取所有公司通訊（附註 2）於相關網站發佈的電郵通知，以代替收取通知信函印刷本，請透過香港中央結算有限公司（「**香港結算**」）向本公司提供 閣下的電郵地址。倘若本公司未有從香港結算收到　閣下的電郵地址或所提供的電郵地址無效，本公司會將通知信函印刷本以郵寄方式寄往由香港結算提供　閣下的地址。

閣下可以隨時以書面通知本公司（經香港股份過戶登記分處聯合證券登記有限公司（「**香港股份過戶登記處**」），地址為香港北角英皇道 338 號華懋交易廣場 2 期 33 樓 3301-04 室或電郵至 2363-corpcomm@unionregistrars.com.hk）要求收取公司通訊之印刷本。倘若　閣下已收到有關公司通訊在相關網站上發佈的通知，但因任何原因而難以在相關網站上查閱公司通訊，本公司將於收到　閣下的要求後免費寄上公司通訊之印刷本。

若　閣下曾提出書面要求收取公司通訊之印刷本，現隨函附上年報及通函之印刷本。請注意，股東任何以書面要求收取公司通訊之印刷本將由香港股份過戶登記處接獲有效書面要求當日起一年後到期（除非在到期日前已被撤銷或取代）。如股東希望日後繼續收取公司通訊之印刷本，則須再作書面要求。

閣下若對此函有任何疑問，請在辦公時間（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）內致電香港股份過戶登記處 (852) 2849 3399 查詢。

承董事會命
**通達宏泰控股有限公司**
*執行董事*
**陳劭民**

2026年4月15日

*附註：*

*(1) 此函乃向本公司之非登記股東發出。「非登記股東」指該等持有本公司股份並存放於中央結算及交收系統的人士或公司，並已透過香港結算不時向本公司發出通知，表示欲收取公司通訊。如 閣下已經出售或轉讓所持有之本公司股份，則毋須理會本函。*

*(2) 「公司通訊」指本公司發出或將予發出以供其證券持有人參照或採取行動的文件，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)委任代表表格。*