

# ALPHA PROFESSIONAL HOLDINGS LIMITED

## 阿爾法企業控股有限公司\*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號：948)

### NOTIFICATION LETTER 通知信函

27 December 2019

Dear Registered Shareholders,

#### Notification of Publication of Interim Report 2019 (the “Current Corporate Communications”)

We, Alpha Professional Holdings Limited (the “Company”), hereby notify you that the Current Corporate Communications of the Company are available in printed English and Chinese versions. They are also available in electronic version on the website of the Company at [www.hk-alpha.com](http://www.hk-alpha.com) (the “Website”) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you (i) have elected (or deemed to have elected) to read the Corporate Communications of the Company <sup>(Note)</sup> published on the Website in lieu of receiving printed version(s), and, for any reason have difficulty in receiving or gaining access to the Current Corporate Communications of the Company, would like to receive printed version(s) of the Current Corporate Communications, or (ii) want to change your choice of language or means of receipt of all future Corporate Communications of the Company, please complete and sign Part A or Part B of the Change Request Form on the reverse side of this letter and return it by hand or by post (postage pre-paid if delivered in Hong Kong by using the mailing label at the bottom of the Change Request Form), to the Company c/o the share registrar of the Company, Tricor Investor Services Limited (the “Share Registrar”), at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong, or by sending an email for the purpose to [alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com). The printed copy(ies) of the Current Corporate Communications will be sent to you promptly free of charge upon receipt of your request.

You may at any time by reasonable written notice change your choice of language or means of receipt of the Corporate Communications of the Company, free of charge, by completing Part B of the Change Request Form on the reverse side of this letter and returning it to the Share Registrar by hand or by post, or by sending an email to [alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com) for the change. The Change Request Form may also be downloaded from the Website.

Should you have any queries in relation to this letter, please contact the Share Registrar’s Customer Service Hotline at (852) 2980 1333 between 9:00 a.m. and 5:00 p.m., Monday to Friday (excluding Hong Kong general holidays).

Yours faithfully,  
For and on behalf of  
**Alpha Professional Holdings Limited**  
**Kung Wai Chiu Marco**  
Company Secretary

*Note: Corporate Communications include annual/interim reports, notices, circulars, proxy forms, or other publications of the Company (including any “Corporate Communication” as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited).*

敬啟者：

#### 2019年中期報告(「本次公司通訊」)之刊發通知

謹此通知，Alpha Professional Holdings Limited 阿爾法企業控股有限公司\*(「本公司」)之本次公司通訊備有英文及中文印刷版本，亦同時備有登載於本公司的網站 [www.hk-alpha.com](http://www.hk-alpha.com) (「本公司網站」) 及香港聯合交易所有限公司的網站 [www.hkexnews.hk](http://www.hkexnews.hk) 的電子版本。

閣下如(i)已選擇(或被視為已選擇)於本公司網站閱覽本公司刊發之公司通訊<sup>(註)</sup>以代替印刷本，倘因任何原因在收取或取覽本公司本次公司通訊上出現困難，而欲收取本次公司通訊的印刷本，或(ii)希望更改所有日後本公司刊發之公司通訊的語言版本或收取方式的選擇，請填妥及簽署本函背頁之變更申請表格之甲部或乙部，經人手遞交或以郵寄方式(如在香港投寄，可使用變更申請表格底部隨附之郵寄標籤，郵費已預付)送回本公司(由本公司之股份過戶登記處卓佳證券登記有限公司(「股份過戶登記處」)代收，其地址為香港皇后大道東183號合和中心54樓)，或將有關要求以電郵發送至 [alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com)，本次公司通訊之印刷本將按閣下要求免費發送予閣下。

閣下如欲更改收取本公司的公司通訊之語言版本或收取方式的選擇，閣下可於合理時間內，隨時填寫本函背頁的變更申請表格之乙部，然後將變更申請表格經人手遞交或以郵寄方式送回股份過戶登記處，或發電郵至 [alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com)，作出變更要求。變更申請表格亦可在本公司網站內下載。

倘閣下對本函有任何疑問，請於星期一至星期五(香港公眾假期除外)上午九時至下午五時，致電股份過戶登記處客戶服務熱線(852) 2980 1333查詢。

此致  
列位登記股東 台照

代表  
**Alpha Professional Holdings Limited**  
**阿爾法企業控股有限公司\***  
公司秘書  
**孔維釗**  
謹啟

2019年12月27日

附註：公司通訊包括本公司的周年/中期報告、通告、通函、代表委任表格或其他刊物(包括《香港聯合交易所有限公司證券上市規則》內所指的「公司通訊」)。

\* For identification purpose only 僅供識別

## CHANGE REQUEST FORM 變更申請表格

To: **Alpha Professional Holdings Limited (the "Company")**  
(Stock Code: 948)  
c/o Tricor Investor Services Limited  
Level 54, Hopewell Centre  
183 Queen's Road East, Hong Kong

致: **阿爾法企業控股有限公司\*(「本公司」)**  
(股份代號: 948)  
由卓佳證券登記有限公司代收  
香港皇后大道東183號  
合和中心54樓

Part A I/We have elected (or am/are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Website. I/We would like to request:

甲部 本人/吾等已選擇(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:

(Please mark a "✓" in the following box 請在下列空格內劃上「✓」號)

a printed version of the Current Corporate Communications.  
本次公司通訊之印刷本;或

Part B I/We would like to change the choice of language or means of receipt 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本公司之所有公司通訊之語言版本或收取途徑如下:

(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)

to read all future Corporate Communications published on the Website at [www.hk-alpha.com](http://www.hk-alpha.com) in lieu of receiving printed copies, and to receive notifications of the publication of the Corporate Communications on the Website by email to my email address:  
\_\_\_\_\_ ; OR  
於本公司網站[www.hk-alpha.com](http://www.hk-alpha.com)閱覽日後所有公司通訊,以代替收取印刷本,並以電郵方式收取關於公司通訊已在本公司網站發佈之通知至本人之電郵地址: \_\_\_\_\_ ;或

to receive the printed English version of all future Corporate Communications only; OR  
日後僅收取所有公司通訊之英文印刷本;或

to receive the printed Chinese version of all future Corporate Communications only; OR  
日後僅收取所有公司通訊之中文印刷本;或

to receive both printed English and Chinese versions of all future Corporate Communications.  
日後同時收取所有公司通訊之英文及中文印刷本。

Name(s) of Registered Shareholder(s)

股東姓名

Signature

簽署

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Registered Address

登記地址

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact Telephone Number

聯絡電話號碼

Date

日期

Notes 附註:

- Please complete, sign and return this Change Request Form to the Share Registrar by hand (address as shown above), by post (using the mailing label as indicated below) or by email ([alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com)).  
請填妥及簽署此變更申請表格,並經人手送遞(地址見上方)、郵遞(按下述的指示使用郵寄標籤)或電郵([alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com))交回股份過戶登記處。
- 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 this Change Request Form in order for it 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位列首位的股東簽署,方為有效。
- Any Change Request Form with more than one box marked "✓" in Part B, with no box marked "✓", with no signature or otherwise incorrectly completed will be void. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
如在本變更申請表格乙部作出超過一項選擇、或未有作出選擇、或未有簽署、或填寫不正確,則本變更申請表格將會作廢。為免存疑,於本變更申請表格上書寫之任何特定指示,本公司將不予處理。
- You are entitled to change your above selected choice at any time by reasonable notice in writing to the Share Registrar or by email to [alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com).  
閣下有權隨時在合理時間內,給予股份過戶登記處預先的書面通知,或電郵至[alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com),以更改上述選擇。
- Please note that printed English and Chinese versions of all the Corporate Communications of the Company which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Corporate Communications of the Company are also available on the Website ([www.hk-alpha.com](http://www.hk-alpha.com)) for 5 years from the date of first publication.  
本公司備有於過去12個月曾寄發予股東的所有公司通訊的英、中文版印刷本,可供索取。所有公司通訊英、中文版亦由首次登載日期起計,持續5年載於本公司網站[www.hk-alpha.com](http://www.hk-alpha.com)上。
- If you choose the website version of the Corporate Communications, but for any reason have difficulty in receiving or gaining access to the Corporate Communications, you will promptly upon request be sent the printed version of the Corporate Communications free of charge.  
閣下如選擇收取公司通訊的網站電子版本,卻因任何原因在收取或取覽公司通訊上出現困難,本公司於收到要求後,將隨即免費寄發印刷本予閣下。
- Corporate Communications include annual/interim reports, notices, circulars, proxy forms, or other publications of the Company (including any "Corporate Communication" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited).  
公司通訊包括本公司的周年/中期報告、通告、通函、代表委任表格或其他刊物(包括《香港聯合交易所有限公司證券上市規則》內所指的「公司通訊」)。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO"), which may include your name, address and contact telephone number.  
本聲明中所指的「個人資料」相等於《個人資料(私隱)條例》(第486章)(「《私隱條例》」)的「個人資料」,當中可能包括閣下的姓名、地址及聯絡電話號碼。
- The Personal Data provided in this Change Request Form may be used in connection with processing and handling your instructions given on this Change Request Form for receiving Corporate Communications. Your supply of the Personal Data to the Company and/or its share registrar is on a voluntary basis. However, the Company may not be able to process your instructions unless you provide us with the Personal Data. The Personal Data will not be transferred to any party outside the Company or its share registrar, unless it is required to do so by law, for example, in response to a court order or a law enforcement agency's request.  
於此變更申請表格所提供的個人資料用以處理閣下於此變更申請表格有關收取公司通訊的指示。閣下是自願向本公司及/或其股份過戶登記處提供上述個人資料。倘若閣下並無提供個人資料,本公司可能無法處理閣下所發出的指示。除法律規定外,例如應法庭命令或執法機關的要求,上述個人資料將不會被傳送至本公司或其股份過戶登記處以外的人士。
- The Personal Data collected in this Change Request Form will be retained for such period as may be necessary for our record, verification and notification purposes.  
於此變更申請表格被收集的個人資料將會於所需的時間內被保存作記錄、查證及通知用途。
- You have the right to request access to and/or correction of 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 and sent by post to the Share Registrar, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.  
閣下有權根據《私隱條例》,查閱及/或更正有關的個人資料。任何有關查閱及/或更正個人資料的要求均須以書面方式提出並郵寄至本公司的股份過戶登記處卓佳證券登記有限公司,地址為香港皇后大道東183號合和中心54樓。

Please cut and stick the mailing label on the envelope when returning this Change Request Form to us.  
**No postage stamp is required for local mailing**  
當寄回此變更申請表格時,請將郵寄標籤剪貼於信封上。  
**如在本港投寄,毋須貼上郵票。**

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: 37**  
**Hong Kong 香港**

\* For identification purpose only 僅供識別