



玖龍紙業(控股)有限公司*

NINE DRAGONS PAPER (HOLDINGS) LIMITED

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立的有限公司)

(Stock Code: 2689)

(股份代號: 2689)

NOTIFICATION LETTER 通知信函

28 October 2022

Dear Shareholder(s),

Notification of publication of Corporate Communications ^(Note) on the Company's website

We hereby notify you that the following Corporate Communications (the "Current Corporate Communications") of Nine Dragons Paper (Holdings) Limited (the "Company"), in both English and Chinese versions, are now available on the Company's website at <http://www.ndpaper.com> (the "Company's Website") and the HKExnews' website at <http://www.hkexnews.hk>;

- (1) 2021/2022 Annual Report;
- (2) Circular dated 28 October 2022 relating to general mandates to issue and repurchase shares, re-election of retiring directors, payment of final dividend out of contributed surplus account, adoption of the new by-laws and notice of annual general meeting (the "AGM Circular"); and
- (3) Proxy form for use at the annual general meeting to be held on 6 December 2022 ("AGM Proxy Form").

You may access the Current Corporate Communications available on the Company's Website by clicking the selected Corporate Communication(s) under the "Circulars" sections under the "Investor Relations" section of the Company's Website.

If you for any reason have any difficulty in gaining access to the Current Corporate Communications posted on the Company's Website, you may request to obtain the printed form of the Current Corporate Communications by completing and returning the enclosed Request Form (Part A) by facsimile at (852) 2810 8185 or by post to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by sending an email to ndpaper-ecom@hk.tricorglobal.com. The requested printed form of the Current Corporate Communications will be sent to you free of charge.

Please note that you are entitled to change your choice of means of receipt and language of all the Company's future Corporate Communications ^(Note) at any time by reasonable notice in writing or by completing and returning the enclosed Request Form (Part B) to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited, or by sending an email to ndpaper-ecom@hk.tricorglobal.com.

Should you have any queries relating to this notification, please contact Customer Service Hotline of Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,
Nine Dragons Paper (Holdings) Limited

Note: Corporate Communications refer to any documents issued or to be issued by the Company for information or action of shareholders of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), notice of meeting, listing document, circular and proxy form.

Enclosure: Request Form

* for identification purposes only

致列位股東：

於本公司網站刊發公司通訊^(註)的通知

我司現謹通知閣下，玖龍紙業(控股)有限公司(「本公司」)的公司通訊「本次公司通訊」的中文及英文本，現已登載於本公司網站<http://www.ndpaper.com>(「本公司網站」)及香港交易所披露易網站<http://www.hkexnews.hk>；

- (1) 2021/2022年度年報；
- (2) 日期為二零二二年十月二十八日之通函，乃有關發行及購回股份之一般授權、重選退任董事、從繳入盈餘賬派付末期股息、接納新公司細則及股東週年大會通告(「股東週年大會通函」)；及
- (3) 於二零二二年十二月六日舉行之股東週年大會適用之代表委任表格(「股東週年大會代表委任表格」)。

請於本公司網站內的「投資者關係」項下之「通函」項目內按有關公司通訊的名稱以接收本次公司通訊。

倘閣下因任何理由以致在接收載於本公司網站的本次公司通訊上出現困難，請填妥隨附之申請表格(A部)及以圖文傳真(圖文傳真號碼：(852) 2810 8185)或以郵寄方式，將其交回本公司之股份過戶登記香港分處—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，或電郵至ndpaper-ecom@hk.tricorglobal.com，以索取本次公司通訊的印刷本。閣下欲索取本次公司通訊的印刷本將免費發送予閣下。

請注意，閣下有權可隨時在給予本公司合理時間的書面通知的情況下或填妥及交回隨附之申請表格(B部)，以更改收取本公司日後的所有公司通訊^(註)的方式及語言版本的選擇，該書面通知應交予本公司之股份過戶登記香港分處—卓佳證券登記有限公司，或電郵至ndpaper-ecom@hk.tricorglobal.com。

倘閣下對本通知有任何查詢，請於星期一至星期五(公眾假期除外)上午9時至下午5時致電卓佳證券登記有限公司客戶服務熱綫，電話號碼為(852) 2980 1333。

玖龍紙業(控股)有限公司*
謹啟

二零二二年十月二十八日

註： 公司通訊指由本公司發出或將予發出以供本公司股東參照或採取行動的任何文件，其中包括但不限於年報、財務摘要報告(如適用)、中期報告、中期摘要報告(如適用)、會議通告、上市文件、通函及代表委任表格。

附件：申請表格

* 僅供識別

Request Form 申請表格

To: **Nine Dragons Paper (Holdings) Limited (the "Company")**
(Stock Code: 2689)
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong
Facsimile number: (852) 2810 8185

致: 玖龍紙業(控股)有限公司* (「本公司」)
(股份代號: 2689)
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
圖文傳真號碼: (852) 2810 8185

Part A — For shareholder who has selected to receive the Company's Corporate Communications ^(Note 1) (1) in English only or in Chinese only and now request to receive another printed language version; OR (2) via the Company's website (the "Company's Website") and now request to receive printed copy

A部 — 適用於(1)已選擇收取本公司的公司通訊 ^(註1) 的英文本或中文本, 現要求索取公司通訊的另一語言版本; 或(2)已選擇透過本公司網站 (「本公司網站」) 收取公司通訊, 現要求索取公司通訊的印刷本的股東

I/We would request to receive the printed version of the following Corporate Communication(s): *(Please tick the appropriate box(es))*
本人/吾等要求索取下列公司通訊的印刷本: (請在適當空格內劃上「✓」號)

- the printed English version of the 2021/2022 Annual Report 2021/2022年度年報的英文印刷本
 the printed Chinese version of the 2021/2022 Annual Report 2021/2022年度年報的中文印刷本
 the printed form of the AGM Circular 股東週年大會通函的印刷本
 the printed form of the AGM Proxy Form 股東週年大會代表委任表格的印刷本

Part B — For shareholder who would like to change his/her/their choice of the means of receipt and/or language of all future Corporate Communications to be issued by the Company

B部 — 適用於擬更改收取本公司日後刊發的所有公司通訊的方式及/或語言版本的選擇的股東

I/We would like to receive all future Corporate Communications of the Company in the manner as indicated below: *(Please tick ONLY ONE box)*
本人/吾等選擇以下列方式收取本公司日後的所有公司通訊: (請只在其中一個空格內劃上「✓」號)

- (i) To receive the Corporate Communications via the Company's Website and the notification of publication of Corporate Communication(s) (the "Notification") through my/our email address^(Note 1)
透過本公司網站收取公司通訊及透過本人/吾等電郵地址^(註1) 收取刊發公司通訊的通知 (「刊發通知」)
 (ii) To receive the Corporate Communications via the Company's Website and the Notification in printed form
透過本公司網站取得公司通訊及收取刊發通知的印刷本
 (iii) To receive the printed English version^(Note 2) of the Corporate Communications 收取公司通訊的英文印刷本^(註2)
 (iv) To receive the printed Chinese version^(Note 2) of the Corporate Communications 收取公司通訊的中文印刷本^(註2)
 (v) To receive both the printed English and Chinese versions^(Note 2) of the Corporate Communications 同時收取公司通訊的中文及英文印刷本^(註2)

Name(e) of Shareholder(s)
股東姓名

Signature
簽名

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

Address
地址

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

Contact telephone number (Optional)
聯絡電話號碼 (可選擇是否填寫)

Date
日期

Email address^(Note 1)
電郵地址^(註1)

Notes: 註:

- If no email address is provided by you, a printed copy of the Notification will be sent to you by post when the Corporate Communication(s) is/are posted on the Company's Website.
如閣下沒有提供電郵地址, 本公司將在公司通訊登載於本公司網站後, 把刊發通知之印刷本郵寄予閣下。
- The Company will send the selected language version(s) of the Corporate Communications to you unless and until you otherwise notify the Company as to the change of your choice of means of receipt and/or language of the Corporate Communications.
本公司將按閣下所作的選擇發送閣下所選擇的語言版本的公司通訊, 除非及直至閣下通知本公司表示欲更改收取公司通訊的方式及/或語言版本的選擇。
- You are entitled to change your choice of means of receipt (either in printed form or via the Company's Website) and language (either in English only or in Chinese only or in both languages) of the Corporate Communications at any time by reasonable notice in writing or by completing and returning this Request Form (Part B) to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by sending an email to ndpaper-ecom@hk.tricorglobal.com.
閣下有權可隨時在給予本公司合理時間的書面通知的情況下或填妥及交回本申請表格 (B部), 以更改收取公司通訊的方式 (即選擇收取公司通訊的印刷本, 或選擇透過本公司網站收取公司通訊) 及語言版本 (即只選取英文本或只選取中文本或同時選取中、英文本) 的選擇。該書面通知應交予本公司之股份過戶登記香港分處 — 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, 或將該通知電郵至ndpaper-ecom@hk.tricorglobal.com。
- 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 holdings should sign this form in order for it to be valid.
倘閣下之股份屬聯名持有, 須由該名於本公司的股東名冊排名首位之聯名持有人簽署本表格, 方告有效。
- For the avoidance of doubt, we do not accept any other special instruction written on this Request Form.
為免存疑, 本公司概不接受於本申請表格上書寫之任何其他特定指示。

* for identification purposes only
* 僅供識別

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 branch 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 Privacy Compliance 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》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、股份登記分處及/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的人士。個人資料將在適當期間保留作履行所述的該等用途 (包括作核實及記錄用途)。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) 的私隱條例事務主任。



Mailing Label 郵寄標籤

Please cut the mailing label and stick this on an envelope to return the Request Form to us.

No postage stamp is required for local mailing

當閣下寄回此表格時, 請將此郵寄標籤剪貼於信封上。
如在本港投寄, 閣下無需支付郵票或貼上郵票

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