



首程控股有限公司
SHOUCHENG HOLDINGS LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code: 697)

(股份代號：697)

25 April 2022

Dear Non-Registered Shareholders,

Notification of publication of 2021 Annual Report and the Circular relating to Proposals for General Mandates to Issue and Buy Back Shares, Re-election of Retiring Directors and Notice of Annual General Meeting* (collectively the “Documents”) and 2021 Environmental, Social and Governance Report

We hereby notify you that the Documents, in both English and Chinese, are now available on the website of Shoucheng Holdings Limited (the “Company”) at www.shouchengholdings.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at www.hkexnews.hk. You may access the Documents by clicking “Financial Reports” under “Investors” section on the homepage of the Company’s website, or a printed copy of the Documents are enclosed according to your selection (if applicable).

The 2021 Environmental, Social and Governance Report, published in electronic form only, is also available on the Company’s website under “Responsibility” section on the homepage and the website of HKEx.

You may at any time choose to receive Corporate Communications^(Note) free of charge either in printed form or via the Company’s website (“Website Version”).

If you would like to (i) receive a printed copy of the Documents, please complete Part A of the Request Form on the reverse side of this letter; and/or (ii) change the choice of means of receipt of all future Corporate Communications (in printed form or via Website Version), please complete Part B of the Request Form, and sign and return it by using the enclosed mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) to the Company’s share registrar, Tricor Tengis Limited (the “Share Registrar”), at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong. The Request Form may also be downloaded from the website of the Company or HKEx.

If for any reason you have difficulty in receiving or gaining access to the Website Version of all future Corporate Communications, the Company will promptly upon your request send the Corporate Communications to you in printed form free of charge.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays) or send an email to shoucheng-ecom@hk.tricorglobal.com.

Yours faithfully,
For and on behalf of
Shoucheng Holdings Limited
Zhao Tianyang
Chairman

* The annual general meeting of the Company will be held at 10:00 a.m. on Tuesday, 24 May 2022 at Shougang Qiaomengyuan, 68 Shijingshan Road, Shijingshan District, Beijing, China.

Note: “Corporate Communications” refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) the directors’ report, 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) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.

致非登記股東：

登載2021年年報及有關建議發行及回購股份之一般性授權、重選退任董事及股東周年大會*通告之通函（「該等文件」）以及2021年環境、社會及管治報告之通知

我司現謹通知閣下，該等文件之英文及中文版，現已登載於首程控股有限公司（「本公司」）網站www.shouchengholdings.com及香港交易及結算所有限公司（「香港交易所」）網站www.hkexnews.hk。閣下可於本公司網站首頁按「投資者」一欄下的「財務報告」，瀏覽該等文件，或本公司已按閣下的選擇（如適用）附上該等文件的印刷本。

僅以電子形式發佈的2021年環境、社會及管治報告亦已於本公司網站於首頁「社會責任」一欄下及香港交易所網站登載。

閣下可隨時選擇收取公司通訊^(附註)的印刷本，費用全免，或透過本公司網站收取公司通訊（「網上版本」）。

倘閣下欲(i)收取該等文件之印刷本，請填妥本函背面的申請表格的甲部；及/或(ii)更改日後所有公司通訊的收取方式（收取印刷本或瀏覽網上版本），請填妥申請表格的乙部，並於簽署後使用隨附的郵寄標籤（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）寄回本公司之股份過戶登記處，卓佳登捷時有限公司（「股份登記處」）（地址為香港皇后大道東183號合和中心54樓）。申請表格亦可於本公司網站或香港交易所網站內下載。

惟因任何原因以致閣下收取或接收日後所有公司通訊的網上版本出現困難，本公司將應閣下的要求盡快向閣下發送公司通訊的印刷本，費用全免。

閣下如有任何與本函有關的疑問，請在辦公時間內致電股份登記處(852) 2980 1333，辦公時間為星期一至星期五（香港公眾假期除外）上午9時正至下午5時正，或發送電郵至shoucheng-ecom@hk.tricorglobal.com。

代表
首程控股有限公司
趙天陽
主席
謹啟

2022年4月25日

* 本公司股東周年大會將於2022年5月24日（星期二）上午10時正假座中國北京市石景山區石景山路68號首鋼僑夢苑舉行。

附註：「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人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、年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)會議通告；(d)上市文件；(e)通函；(f)代表委任表格；及(g)回條。

Request Form 申請表格

To: **Shoucheng Holdings Limited (the "Company")**
c/o Tricor Tengis Limited
Level 54, Hopewell Centre
183 Queen's Road East, Hong Kong

致: **首程控股有限公司 (「本公司」)**
由卓佳登捷時有限公司轉交
香港皇后大道東183號
合和中心54樓

Part A – To receive the printed copies of the 2021 Annual Report and the Circular relating to Proposals for General Mandates to Issue and Buy Back Shares, Re-election of Retiring Directors and Notice of Annual General Meeting (collectively the "Documents");
甲部 – 收取2021年年報及有關建議發行及回購股份之一般性授權、重選退任董事及股東周年大會通告之通函(「該等文件」)之印刷本:

(Please mark a "✓" in the following box)

(請在下列方格內劃上「✓」號)

I/We would like to receive the printed copies of the Documents.
本人/我們希望收取該等文件之印刷本。

Part B – To change the choice of means of receipt of all future Corporate Communications:
乙部 – 更改日後所有公司通訊之收取方式:

(Please mark a "✓" in ONLY ONE of the following boxes)

(請僅在下列其中一個方格內劃上「✓」號)

to read all future Corporate Communications by electronic means through the Company's website instead of receiving printed copies and to receive a notification letter of the publication of the Corporate Communications on the Company's website; OR
透過本公司網站以電子方式瀏覽日後所有公司通訊,以代替收取印刷本,並收取本公司就其於網站登載公司通訊的通知函;或

to receive the printed copies of all future Corporate Communications in both English and Chinese.
收取日後所有公司通訊的英文及中文印刷本。

Shareholder's full name:

股東全名:

Signature:

簽名:

(in block letters 以正楷填寫)

Address:

地址:

Contact telephone number:

聯絡電話號碼:

Date:

日期:

Notes 附註:

1. The annual general meeting of the Company will be held at 10:00 a.m. on Tuesday, 24 May 2022 at Shougang Qiaomengyuan, 68 Shijingshan Road, Shijingshan District, Beijing, China.

本公司股東周年大會將於2022年5月24日(星期二)上午10時正假座中國北京市石景山區石景山路68號首鋼僑夢苑舉行。

2. Please complete all your details clearly. Any Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.

請閣下清楚填寫所有資料。本公司將酌情權決定任何未有清楚填寫或填寫不正確之申請表格無效。

3. If Part A or Part B has more than one box marked (✓), no box marked (✓), no signature or any other errors during completion, this Request Form will be void.

如在甲部或乙部作出超過一項選擇、或未有作出選擇、或未有簽署或在其他方面填寫不正確,則本申請表格將會作廢。

4. The instruction under Part B above will apply to all future Corporate Communications to be sent to you until you inform us otherwise.

上述乙部的指示將適用於向閣下發出的日後所有公司通訊,直至閣下另行通知為止。

5. For the avoidance of doubt, the Company does not accept any special instructions 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額外指示。

Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to:

(a) the directors' report, 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) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.

公司通訊指由本公司發出或將予發出以供本公司任何證券的持有人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、年度賬目連同核數師報告及財務摘要報告(如適用);(b)中期報告及中期摘要報告(如適用);(c)會議通告;(d)上市文件;(e)通函;(f)代表委任表格;及(g)回條。

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, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

本聲明中之「個人資料」相等於《個人資料(私隱)條例》(第486章)(「《私隱條例》」)所定義之「個人資料」,當中可能包括但不限於閣下之姓名、聯絡電話號碼、電郵地址及郵寄地址。

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.

閣下是自願提供個人資料,以便按閣下選擇之方式收取公司通訊。本公司將在有需要之期間,保存閣下之個人資料作核實及記錄用途。

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 by either of the following means:

閣下有權根據《私隱條例》中的條款,查閱及/或修改閣下之個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出:

By mail to: Privacy Compliance Officer
Tricor Tengis Limited
Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong
By email to: is-enquiries@hk.tricorglobal.com

郵寄至: 私隱事務主任
卓佳登捷時有限公司
香港皇后大道東183號合和中心54樓
電郵至: is-enquiries@hk.tricorglobal.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 it on an envelope to return this Request Form to us.

No postage stamp is required for local mailing.

倘閣下寄回此申請表格,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 Tengis Limited
卓佳登捷時有限公司
Freeport No. 簡便回郵號碼: 37
Hong Kong 香港
Shoucheng (697)