



SHOUCHENG HOLDINGS

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)

9 September 2022

Dear Registered Shareholder(s),

Election of Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Shoucheng Holdings Limited (the "Company"), the Company is writing to seek your election regarding the means of receipt of corporate communications ("Corporate Communications") of the Company to be dispatched in the future.

Corporate Communications mean any documents issued or to be issued by the Company for your information or action, 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.

You may choose one of the options set out below:

- to read all future Corporate Communications published on the Company's website at www.shouchengholdings.com (the "Website Version") instead of receiving printed copies, and to receive a notification letter of the publication of the Corporate Communications on the Company's website; or
- to receive the printed copies of all future Corporate Communications in both English and Chinese.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company encourages you to elect the Website Version option. Even if you have chosen the Website Version, you reserve the right at any time by giving reasonable prior notice in writing to the share registrar of the Company ("Share Registrar") to change your choice.

Please tick the appropriate box on the enclosed reply form ("Reply Form") and sign and return it by post or by hand to the Company c/o the Share Registrar, Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, on or before 10 October 2022. If you post your Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp on the envelope when returning your Reply Form. Otherwise, please affix an appropriate stamp.

If the Company does not receive a duly completed and signed Reply Form from you or does not receive a response indicating an objection from you in writing on or before 10 October 2022, and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to shoucheng-ecom@hk.tricorglobal.com, you will be deemed to have agreed to receive the Website Version of all future Corporate Communications, and a notification of the publication of the Corporate Communications on the Company's website will be sent to you in the future.

You have the right at any time by reasonable prior notice in writing to the Company c/o the Share Registrar at the above address or by sending an email to shoucheng-ecom@hk.tricorglobal.com to change your choice of means of receipt of the Corporate Communications. If you have elected (or are deemed to have agreed) to receive the Website Version of all future Corporate Communications, but for any reason, you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company or the Share Registrar will upon request send the printed form of the Corporate Communications to you free of charge.

Please note that English and Chinese versions of all future Corporate Communications will be available (a) in printed form from the Company or the Share Registrar on request and (b) on the websites of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk and the Company at www.shouchengholdings.com.

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

致登記股東：

選擇公司通訊的收取方式

根據香港聯合交易所有限公司證券上市規則及首程控股有限公司（「本公司」）之組織章程細則，本公司現特致函閣下，就本公司日後寄發公司通訊（「公司通訊」）的收取方式提供有關選擇。

公司通訊包括本公司已發出或將予發出以供閣下參照或採取行動的任何文件，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。

閣下可選擇下列選項之一：

- 瀏覽日後所有在本公司網站www.shouchengholdings.com登載的公司通訊（「網上版本」），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
- 收取日後所有公司通訊的英文及中文印刷本。

為支持環保及節省印刷與郵寄成本，本公司鼓勵閣下選擇網上版本。即使已選擇網上版本，閣下仍有權隨時向本公司的股份過戶登記處（「股份登記處」）發出合理時間之事先書面通知，以更改閣下的選擇。

請閣下於隨附的回條（「回條」）上的適當方格內劃上「✓」號，並經簽署後，於2022年10月10日或之前以郵寄或親自送達的方式透過股份登記處卓佳登捷時有限公司（地址為香港夏慤道16號遠東金融中心17樓）交回本公司。倘若在香港投寄回條，閣下可使用回條內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當郵票。

倘若本公司於2022年10月10日或之前尚未收到閣下已填妥並簽署的回條或尚未收到閣下表示反對收取公司通訊網上版本的書面回覆，及直至閣下透過股份登記處（地址為香港夏慤道16號遠東金融中心17樓）向本公司發出合理時間之事先書面通知或以電郵方式發送至shoucheng-ecom@hk.tricorglobal.com前，則閣下將被視為已同意收取日後所有公司通訊的網上版本，並在日後向閣下發送本公司就其於網站登載公司通訊的通知函。

閣下可隨時透過本公司股份登記處的上述地址向本公司發出合理時間之事先書面通知或發送電郵至shoucheng-ecom@hk.tricorglobal.com，以更改閣下選擇公司通訊的收取方式。倘若閣下已選擇（或被視為已同意）收取日後所有公司通訊的網上版本，惟因任何原因以致收取或接收公司通訊的網上版本出現困難，本公司或股份登記處將於收到閣下要求後發送公司通訊的印刷本，費用全免。

請注意：就日後所有公司通訊的英文版本及中文版本而言，閣下可以(a)提出要求向本公司或股份登記處索取印刷本，及(b)在香港交易及結算所有限公司網站www.hkexnews.hk及本公司網站www.shouchengholdings.com查閱。

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9月9日

Reply Form 回條

To: **Shoucheng Holdings Limited (the “Company”)**
c/o Tricor Tengis Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致： **首程控股有限公司 (「公司」)**
由卓佳登捷時有限公司轉交
香港夏愨道16號
遠東金融中心17樓

I/We would like to receive the future Corporate Communications¹ of the Company in the manner as indicated below:
本人/我們希望以下列方式收取日後貴公司之公司通訊¹：

(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 (the “Website Version”) 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 (「網上版本」)，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：

- Please complete all your details clearly. Any Reply 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。本公司將有酌情權決定任何未有清楚填寫或填寫不正確之回條無效。
- By electing to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
於選擇收取公司通訊之網上版本以代替收取印刷本後，閣下已明示同意放棄收取公司通訊印刷本的權利。
- If the Company does not receive this Reply Form from you by 10 October 2022, you are deemed to have agreed to receive the Website Version of all future Corporate Communications. Therefore, the Company will send you a notification letter of the publication of the Corporate Communications on the Company’s website and you can read all future Corporate Communications via the Website Version.
倘若本公司於2022年10月10日或之前仍未收到本回條，閣下將被視為已同意收取日後所有公司通訊的網上版本。因此，本公司將向閣下發出本公司就其於網站登載公司通訊的通知函，而閣下可透過網上版本瀏覽日後所有公司通訊。
- 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 on this Reply Form in order to be valid.
如屬聯名股東，則本回條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。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company c/o the share registrar of the Company (the “Share Registrar”), Tricor Tengis Limited, by reasonable prior notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by sending an email to shoucheng-ecom@hk.tricorglobal.com.
上述指示適用於將來發送予閣下之日後所有公司通訊，直至閣下透過本公司股份過戶登記處 (「股份登記處」) 卓佳登捷時有限公司發出合理時間之書面通知至香港夏愨道16號遠東金融中心17樓或電郵至shoucheng-ecom@hk.tricorglobal.com以通知本公司更改有關指示為止。
- You are entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registrar to change your choice of means of receipt of future Corporate Communications.
閣下有權隨時透過股份登記處發出合理時間之事先書面通知，以通知本公司更改閣下選擇日後公司通訊之收取方式。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.
為免存疑，本公司概不接受於本回條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
17/F, Far East Finance Centre, 16 Harcourt Road, 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
香港夏愨道16號遠東金融中心17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

Tricor Tengis Limited
卓佳登捷時有限公司
Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港
Shoucheng (697)

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

No postage stamp is required for local mailing.

倘閣下寄回此回條，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。