

SHUN TAK HOLDINGS LIMITED

信德集團有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code: 242)

(股份代號: 242)

NOTIFICATION LETTER 通知信函

24 April 2014

Dear Non-registered Holder(s)<sup>(Note 1)</sup>,

**Shun Tak Holdings Limited (the "Company")**  
**- Notice of Publication of 2013 Annual Report, Circular and Notice of Annual General Meeting**  
**("Current Corporate Communications")**

The Company's Annual General Meeting will be held at 3:00 p.m. on 10 June 2014 (Tuesday) at Grand Ballroom, Lower Lobby, Conrad Hong Kong, Pacific Place, 88 Queensway, Hong Kong. The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at [www.shuntakgroup.com](http://www.shuntakgroup.com) and The Stock Exchange of Hong Kong Limited's website at [www.hkexnews.hk](http://www.hkexnews.hk) (the "HKEx's website"). You may access the Current Corporate Communications through the Company's website or the HKEx's website.

If you want to receive a printed version of the Current Corporate Communications, please complete the request form (the "Request Form") on the reverse side and return it to the Company c/o the Company's share registrar, Computershare Hong Kong Investor Services Limited by using the mailing label at the bottom of the Request Form (a stamp is not required if posted in Hong Kong). The address of the Company's share registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company's website or the HKEx's website.

Please note that your instruction on the Request Form will apply to all future Corporate Communications<sup>(Note 2)</sup> of the Company to be sent to you until you notify the Company c/o the Company's share registrar to the contrary or unless you have at any time cease to hold shares in the Company.

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays or send an email to [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk).

By order of the Board  
SHUN TAK HOLDINGS LIMITED  
Angela Tsang  
Company Secretary

*Notes: (1) This letter is addressed to Non-registered Holder ("Non-registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.*

*(2) Corporate Communications refers to any documents issued or to be issued by the Company 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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*

各位非登記持有人<sup>(註 1)</sup>：

**信德集團有限公司 (「本公司」)**  
**- 2013 年年報、通函及股東週年常會通知 (「本次公司通訊」) 之發佈通知**

本公司之股東週年常會將於二零一四年六月十日 (星期二) 下午三時正假座香港金鐘道 88 號太古廣場港麗酒店大堂低座港麗大禮堂舉行。本公司本次公司通訊的中、英文版本已上載於本公司網站 [www.shuntakgroup.com](http://www.shuntakgroup.com) 及香港聯合交易所有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk) (「聯交所網站」)。閣下可在本公司網站或聯交所網站閱覽本次公司通訊。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的申請表格 (「申請表格」)，並使用申請表格下方的郵寄標籤寄回本公司之股份過戶登記處香港中央證券登記有限公司 (如在香港投寄則無須貼上郵票)。本公司之股份過戶登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。申請表格亦可於本公司網站或聯交所網站內下載。

請注意 閣下填寫於申請表格上的指示將適用於日後發送予閣下之本公司所有公司通訊<sup>(註 2)</sup>，直至閣下通知股份過戶登記處另外之安排或閣下在任何時候停止持有本公司股份。

如閣下對本函內容有任何疑問，請於辦公時間內致電本公司電話熱線(852) 2862 8688，辦公時間為星期一至五 (公眾假期除外) 上午 9 時正至下午 6 時正或電郵至 [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk)。

承董事會命  
信德集團有限公司  
公司秘書  
曾美珠

2014 年 4 月 24 日

註：(1) 此函件乃向本公司之非登記持有人 (「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊) 發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面的申請表格。

(2) 公司通訊指本公司發出或將予發出的任何文件，包括但不限於(a)董事會報告、發行人的年度賬目連同核數師報告以及(如適用)財務摘要報告；(b) 中期業績報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

## REQUEST FORM 申請表格

**To: SHUN TAK HOLDINGS LIMITED (the "Company")**  
**(Stock Code: 242)**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

**致： 信德集團有限公司 (「公司」)**  
**(股份代號: 242)**  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive the Corporate Communications\* of the Company in the manner as indicated below:  
本人/我們希望以下列方式收取公司的公司通訊\*：

(Please mark "X" in ONLY ONE of the following boxes)  
(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- to receive the **printed English version** of all Corporate Communications ONLY; **OR**  
僅收取所有公司通訊的英文印刷本；或
- to receive the **printed Chinese version** of all Corporate Communications ONLY; **OR**  
僅收取所有公司通訊的中文印刷本；或
- to receive **both the printed English and Chinese versions** of all Corporate Communications.  
同時收取所有公司通訊的英文及中文印刷本。

Name(s) of Non-registered Holder(s):  
非登記持有人姓名

Signature(s):  
簽名

(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 all your details clearly.  
請 閣下清楚填寫所有資料。
- This letter is addressed to Non-registered Holders ("Non-registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).  
此函件乃向本公司之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊)發出。
- If your shares are held in joint names, this Request Form must be specified and signed by all the joint holders in order to be valid.  
如屬聯名股東，則本申請表格須由所有聯名持有人指明及簽署，方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- The above instruction will apply to the Corporate Communications to be sent to you until you notify the Company c/o the Company's share registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to hold shares in the Company.  
上述指示適用於發送予 閣下之所有公司通訊，直至 閣下通知本公司之股份過戶登記處香港中央證券登記有限公司另外之安排或任何時候停止持有本公司的股份。
- For the avoidance of doubt, the Company does not accept any special instruction given on this Request Form.  
為免存疑，任何在本申請表格上的額外指示，本公司將不予處理。

\* Corporate Communications mean any document issued or to be issued by the Company for the information or action of holders of any of its 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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

\* 公司通訊乃指公司發出或將予發出以供其任何證券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、發行人的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) 代表委任表格。

### 郵寄標籤 MAILING LABEL

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong

閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

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

No postage stamp necessary if posted in Hong Kong.

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