

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

22 November 2016

Dear Shareholder(s),

**Shun Tak Holdings Limited (the "Company")**  
**- Notice of Publication of Circular ("Current Corporate Communications")**

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"), or, where applicable, the printed form of Current Corporate Communications is enclosed as requested. You may access the Current Corporate Communications by clicking the relevant title as appeared on the website of the Company or browsing through 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 send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, by using the mailing label at the bottom of the Request Form (no postage stamp is needed if posted in Hong Kong). You may also send your request (specifying your name, address and request) by email at [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk) or by notice in writing to the Share Registrar at the above address. Even if you have chosen (or are deemed to have consented) to receive all the Company's Corporate Communications <sup>(Note)</sup> via the Company's website ("Website Version") but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, you can request for the printed form of the Current Corporate Communications. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

You may at any time choose either to receive the Company's Corporate Communications in printed form (in English version only, or in Chinese version only, or in both English and Chinese versions), or the Website Version. If you would like to change your choice of language or means of receipt of the Company's Corporate Communications in future, please send email at [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk) or notice in writing (specifying your name, address and request) to the Company c/o the Share Registrar.

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.

Yours faithfully,  
For and on behalf of  
**SHUN TAK HOLDINGS LIMITED**  
Angela Tsang  
Company Secretary

*Note: Corporate Communications refer to any documents issued or to be issued by the Company including but not limited to (a) the directors' report, annual accounts together with a copy of the auditors' report and, where applicable, summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*

各位股東：

**信德集團有限公司 (「本公司」)**  
**- 通函 (「本次公司通訊」) 之發佈通知**

本公司本次公司通訊的英文及中文版本已登載於本公司網站 [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」)，或 (如適用) 按閣下要求附上本次公司通訊之印刷本。閣下可在本公司網站按下相關標題網頁以閱覽本次公司通訊文件或在聯交所網站瀏覽有關文件。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背頁的申請表格 (「申請表格」)，並使用申請表格下方的郵寄標籤 (如在香港投寄則毋須貼上郵票)，把申請表格寄回本公司經香港中央證券登記有限公司 (「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。閣下亦可將要求 (註明閣下的姓名、地址及要求) 以電郵方式發送到 [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk) 或以書面方式送交於上述地址的股份過戶登記處。儘管閣下已選擇 (或被視為已同意) 透過本公司網站收取本公司所有公司通訊 <sup>(註)</sup> (「網上版本」)，如因任何理由以致閣下在收取或接收本次公司通訊上出現困難，閣下可要求收取本次公司通訊的印刷本。本公司將因應閣下的要求盡快向閣下寄發本次公司通訊的印刷本，費用全免。

閣下可以在任何時候選擇收取公司通訊的印刷本 (只收取英文印刷本，或只收取中文印刷本，或同時收取英文及中文印刷本)，或網上版本。如閣下日後需要更改所選擇的本公司公司通訊之語言版本或收取方式，請發送電郵到 [shuntak.ecom@computershare.com.hk](mailto:shuntak.ecom@computershare.com.hk) 或以書面方式 (註明閣下的姓名、地址及要求) 送交本公司經股份過戶登記處。

如閣下對本函內容有任何疑問，請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。

代表  
信德集團有限公司  
公司秘書  
曾美珠  
謹啟

2016 年 11 月 22 日

註：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、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。

STKH-22112016-1(21)

## 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 Shareholder(s):  
股東姓名

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

Signature(s):  
簽名

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。
- 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。
- For the avoidance of doubt, the Company does not accept any additional 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 refer to 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, annual accounts together with a copy of the auditors' report and, where applicable, summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

\* 公司通訊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、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。



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.**

### 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

STKH-22112016-1(21)