

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 406)

31 January 2024

Dear registered shareholder(s),

## Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Yau Lee Holdings Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.yaulee.com and the HKEXnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the reply form (the "Reply Form") on the reverse side. Alternatively, you may sign and return the Reply Form to the Company's Hong Kong share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company's website and the HKEXnews website to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you want to receive future Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to <u>vaule@computershare.com.hk</u> specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

> Yours faithfully, By order of the Board Yau Lee Holdings Limited Wong Ip Kuen Chairman

Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

\* For identification purposes only

各位登記股東:

## 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07 條,有利集團有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「公司通訊」)之安排,該公司通訊是指公司為向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件,包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告; (b)中期報告及其中期報告摘要(如適用); (c)會議通知; (d)上市文件; (e)通函和(f) 委任表格

請注意,所有日後公司通訊的英文版和中文版將在公司網站 www.yaulee.com 和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。 徵集電子聯絡資料

為確保及時收到最新的公司通訊,公司建議 閣下透過掃描本函背頁之回條(「**回條**」)上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。 或者, 閣下也可以簽署回條並交回公司的香港股份過戶登記處(「**股份過戶處**」)香港中央證券登記有限公司,地址 為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如果公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前, 閣下將⑴無法收到任何有關發布 公司通訊的通知;(ii)需要主動查看公司網站和披露易網站以留意公司通訊的發布;及(iii)本公司日後將以印刷本形式發送可供採取行動的公司通訊<sup>(Mit)</sup>。

若 閣下希望收取日後公司通訊之印刷版,請填妥回條或發送電子郵件至 <u>vaulee@computershare.com.hk</u>,並註明 閣下的姓名、地址以 及收取公司通訊印刷版的要求。 請注意,收取日後公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效,此後將過期。

如 閣下對本函件有任何疑問,請於辦公時間星期一至五(香港公眾假期除外)上午9時正至下午6時正(香港時間)期間致電股份過 戶處(852)2862 8688 查詢

承董事會命 有利集團有限公司 丰席 黄業强



### REPLY FORM 回條

Computershare Hong Kong Investor Services Limited / Hong Kong Registrars Limited (The "Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

香港中央證券登記有限公司 /

香港證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號

合和中心 17M 樓

(Please choose ONLY ONE of the options below)

(請<u>從以下選項中**只選擇其中一項**)</u>

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications^ of the Company via electronic dissemination by scanning your personalized QR code

選項1:

掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 發布的日後公司通訊^

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項 1 , 閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in v	vriting for receipt of future Corporate C	ommunications^ of the following listed compa	any (the
"Company") via electronic dissemination		•	•
選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵係	生地址,以確保收到以下 F市公司(「!	公司,)通過雷子方式發布的日後公司通訊^	
	·	•	
Name of Securities holder(s) 證券持有人姓名:  Name of the listed company 上市公司名稱:			
Yau Lee Holdings Limited			
	有利集團有限公司	<b>討</b> *	
Email address 電郵地址: (Notes 3 / 附註3)		- <del></del>	
Email address 电野地址: ************************************			
Option 3: I/we hereby request for receipt of Corporate Communications^ in printed form (Please mark "\"" in the below box if applicable)			
選項3: 本人/吾等現要求收取公司通訊 <sup>^</sup> 印刷版 (如適用·請在以下方格內劃上「✓」號)			
		or any year starting from the receipt date of instruct	ion (Notes 5)
Treceive future Corporate Communications^ in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5)			
权权口该公马迪品 的印刷本,业员和念本指小田权权指			
Signature(s): (Notes 1)	Contact number:	Date:	
<b>簽名:<sup>(附註 1)</sup></b>			
按名:(************************************	聯絡電話號碼:	日期:	
Notes 附註:			
l. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請消楚規令 國下之所有資料。如鳳隸名殷東,則本回條須由所有部名殷東都名殷東帝治太郎者。			
時間定義文 画 プンバラスマー 沖縄銀行版大・水平自然を出放大砂口放大砂口放大砂口放大砂口 2. Any Reply Form with no signature or otherwise incorrectly completed with be void. 任何回條若未有簽署或在其他方面填寫不正確・則本回條將會作廢。			
任何回條若未有簽署或在其他万面填寫不止罐‧則本回條將曹作廢。 3. If the Company does not receive a functional email address in your reply, you w		lication of Corporate Communications^.	
如公司沒有收到 閣下的有效電子郵件地址 · 閣下將無法收到有關發布公司	引通訊^的通知。		

- 與公司級有限到 圖卜的角級電子動件現址 · 圖卜將無法做對有關發作公司總部的問題判。 財 you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.

  如 圖下接線 連續 · 電影 · 回線及/或其他方式提供多於 · 個的電子都件地址,只有 圖下最緩提供的電子都件地址將會被用於登記。 財 you mark '''' in the box in Option 3, no email address will be registered and only Corporate Commications' in printed form will be received.

  如 圖下在選項 3 方格內劃上 ''',號,將不會有電子郵件地址被登記,只會收取公司通訊 '的印刷版。 For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

  《海安存》:在本国修正的任何额外指示,公司將不予處理。

- For identification purposes only 僅供識別 Unless otherwise specified, Corporate Communications refer to any documents 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 the annual report, therein report, notice of meeting, circular and proxy form, 解写另近明《公司题刊乃指公司已發出就將予發出以供其任何證券的特有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、會議遜告、通過及代表委任表格。

# PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- 個人資料聲明

  "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
  本聲明中所指的「個人資料,與香港法例第 486章 電(個人資料(私膳)條例)(「《私膳傳》條例)(「《私膳傳》條例))中「個人資料,的蓋義相同。

  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications' and to liaise with you on other matters relating to your holdings in the Company, Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or requests a stated in this Reply Form.

  國下於本回條所提供的個人資料將用於(包括但不限於)有關公司以電子方式發布公司通訊小及就 國下持有的公司證券有關的其他事宜上與 國下聯絡。 閩下是自顧向本公司提供個人資料。若 國下未能提供足夠資料 本公司可能無法基理 閩下在中国作业所述的指示人或必要求。

  Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.

  公司可就任何所說則的用途或在法例規定的情况下。將 閩下的個人資料授權或轉移給公司的附屬公司,股份過戶處、及/或其他公司或團體。並將在適當期間保留該等個人資料作核實及紀錄用途。
  You have the right to request access to and/or correction of your Personal Data an accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at Privacy Officer ecomputershare, comb. k.
- viacyOfficer@computershare.com.hk. 下与權權應《私權條例》的條文查閱及或修改 閻下的個人資料,任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)向香港隱私主提出,或發送電郵至 <u>PrivacyOfficer@computershare.com.hk</u>,

Mailing Label 郵客標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司

Freepost No. 簡便回郵號碼:37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us. No postage is necessary if posted in Hong Kong.

當 閣下寄回此回條時·請將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。