Shareholder's information (English full name and address)
股東資料(英文全名及地址)

REPLY FORM 回條

To: The Sincere Company, Limited
(Incorporated in Hong Kong with limited liability)
(Stock Code: 0244)
c/o Tricor Tengis Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

致：先施有限公司
(於香港註冊成立之有限公司)
(股份代號：0244)
經卓佳登捷時有限公司
香港夏慤道16號遠東金融中心17樓

I/We would like to receive all future Corporate Communications*(note 8)* of the Company in the manner as indicated below:
本人／吾等希望以下列方式收取日後本公司之公司通訊*(附註8)*：
(Please mark (✔) 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「✔」號)

☐ to access all future Corporate Communications by electronic means through the Company's **website at www.sincere.com.hk** (the "**Website Version**") instead of receiving printed copies, and receive an email notification to my/our email address below or a notification of the publication of the Corporate Communications on the Company's website; OR
透過本公司**網站www.sincere.com.hk**以電子方式存取所有日後公司通訊(「**網上版本**」)，以代替收取印刷本，並向本人／吾等之電郵地址發出電郵通知或收取公司通訊已在本公司網站登載之通知；或

My/Our email address:
本人／吾等之電郵地址：

(Please ensure information properly filled in for notification of publication of Corporate Communication. 請確保資料正確填寫以供通知發佈公司通訊之用。)

☐ to receive the **printed English version** of all future Corporate Communications ONLY; OR
僅收取所有日後公司通訊之**英文印刷本**；或

☐ to receive the **printed Chinese version** of all future Corporate Communications ONLY; OR
僅收取所有日後公司通訊之**中文印刷本**；或

☐ to receive both the **printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之**英文及中文印刷本**。

Shareholder's full name:
股東姓名

Signature
簽署

Please use ENGLISH BLOCK CAPITAL 請用英文大楷填寫

Contact telephone number:
聯絡電話號碼

Date:
日期

Notes 附註：

1. 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　閣下清楚填妥所有資料。本公司將有酌情權決定任何未有清楚填妥或填寫不正確之回條無效。
2. If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 30 May 2023, you are deemed to have consented to receive the Website Version of all future Corporate Communications. All future Corporate Communications will be sent out in the manner specified in the Company's letter dated 28 April 2023, and a notification of the publication of the Corporate Communications on the Company's website will be sent to you in the future.
倘若本公司於二零二三年五月三十日或之前尚未收到　閣下已適當地填妥並簽署的回條或表示反對之任何書面回覆，　閣下將被視為已同意收取所有日後公司通訊之網上版本。所有日後公司通訊將按日期為二零二三年四月二十八日之本公司函件內所述之方式發送，而本公司日後將向　閣下發送公司通訊已在本公司網站登載之通知。
3. By selecting 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。
4. 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。
5. 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 and the transfer office 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 email to 244-ecom@hk.tricorglobal.com.
上述指示適用於將來發送予　閣下之所有日後公司通訊，直至　閣下透過本公司之股份過戶登記處(「**股份過戶登記處**」)卓佳登捷時有限公司發出合理之書面通知至香港夏慤道16號遠東金融中心17樓或電郵至244-ecom@hk.tricorglobal.com以通知本公司更改有關指示為止。
6. 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 and/or language of future Corporate Communications.
閣下有權隨時透過股份過戶登記處發出合理之事先書面通知，以通知本公司更改　閣下就收取日後公司通訊之收取方式及／或語言版本之選擇。
7. 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。
8. 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) directors' report, annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) interim report and, where applicable, its summary interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.
公司通訊指本公司發出或將予發出以供其任何證券的持有人參照或採取行動之文件，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。

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
香港夏慤道16號遠東金融中心17樓
電郵至：is-enquiries@hk.tricorglobal.com

✂ -

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
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，　閣下無須貼上郵票

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
The Sincere Company, Limited (244)
先施有限公司(244)