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## **YING KEE TEA HOUSE GROUP LIMITED**

**英記茶莊集團有限公司**

*(Incorporated in Hong Kong with limited liability)*

**(Stock Code: 8241)**

### **ELECTION OF MEANS OF RECEIPT AND LANGUAGE OF CORPORATE COMMUNICATIONS**

The Company is making arrangements in accordance with Rules 16.04A and 16.04B of the GEM Listing Rules and the Articles, to offer Shareholders the options to elect their means of receipt and language(s) of the Company's future Corporate Communications.

#### **INTRODUCTION**

The Company is pleased to announce that pursuant to Rules 16.04A and 16.04B of the GEM Listing Rules and the Articles, arrangements are being made to offer Shareholders the options to elect their means of receipt (in printed form or by Website Version) and the language(s) (in either English or Chinese only, or in both English and Chinese) of the Company's future Corporate Communications.

The Company encourages its Shareholders to take advantage of the Website Version for receiving the Company's future Corporate Communications to support environmental protection and enhance efficient communication with the Shareholders.

## ARRANGEMENTS

In accordance with Rules 16.04A and 16.04B of the GEM Listing Rules and the Articles, the following arrangements have been made by the Company:

1. The First Letter dated 15 November 2023 will be sent by the Company together with the Reply Form, in both English and Chinese, to Shareholders to enable them to elect any of the following options:
  - (i) to access the Website Version of all future Corporate Communications, instead of receiving printed copies by mail;
  - (ii) to receive the printed English version of all future Corporate Communications by mail only;
  - (iii) to receive the printed Chinese version of all future Corporate Communications by mail only; or
  - (iv) to receive both the printed English and Chinese versions of all future Corporate Communications by mail.

The Reply Form should be duly completed, signed and returned by post using the mailing label at the bottom of the Reply Form or by hand delivery to the address of the Hong Kong Branch Share Registrar on or before 13 December 2023.

**The First Letter explains that if the Company does not receive the Reply Form or any response indicating any objection from the Shareholder to receive the Website Version of all future Corporate Communications on or before 13 December 2023 and until the Shareholder informs the Company c/o the Hong Kong Branch Share Registrar by reasonable notice in writing to its the Hong Kong Branch Share Registrar's address or by sending an email to [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com), such Shareholder will be deemed to have consented to receive the Website Version of all future Corporate Communications, and a notification letter of the publication of the Corporate Communications on the Company's website will be sent to such Shareholder in the future.**

2. For those Shareholders who wish to receive the Corporate Communications in printed form can select to receive it in either English or Chinese only, or in both English and Chinese versions. The Company will send the selected language version(s) of the Corporate Communications to those Shareholders who have made a selection unless and until they inform the Company c/o Hong Kong Branch Share Registrar by reasonable notice in writing to its the Hong Kong Branch Share Registrar's address or by sending an email to [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com) that they wish to receive the Corporate Communications in the other (or both) language(s) (as the case may be), or by electronic means via the Website Version.

3. When each of the printed future Corporate Communications is sent in accordance with the arrangements described above, the Second Letter together with the Request Form, in both English and Chinese, will be attached to or printed at some prominent place in the relevant Corporate Communications, specifying that the Corporate Communications prepared in the other language will be available upon request. Shareholders may at any time request for the other language of the Corporate Communications by completing and returning the Request Form to the address of the Hong Kong Branch Share Registrar or by sending an email to [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com).
4. For those Shareholders who choose, or are deemed to have consented, to receive the Website Version, if for any reason, such Shareholders have difficulty in receiving or gaining access to the Company's website or wish to receive a printed version of all future Corporate Communications, the Company or the Hong Kong Branch Share Registrar will, upon request in writing by the Shareholder to the Company c/o the Hong Kong Branch Share Registrar or by email to [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com) promptly send the printed form of the relevant Corporate Communications to such Shareholders in the selected language version(s) free of charge.
5. All future Corporate Communications in both English and Chinese and in accessible format will be available on the Company's website at **[www.yingkeetea.com](http://www.yingkeetea.com)**. Electronic copies of all such Corporate Communications in both languages will be submitted to the Stock Exchange for publication on its website at **[www.hkexnews.hk](http://www.hkexnews.hk)** pursuant to the GEM Listing Rules.
6. Shareholders shall have the right at any time by reasonable notice in writing to the Company c/o the Hong Kong Branch Share Registrar or by via email at [yingkee-ecom@hk.tricorglobal.com](mailto:yingkee-ecom@hk.tricorglobal.com) specifying their name, address and request, to change the means of receipt and/or the language of the Corporate Communications.
7. Shareholders can call the telephone hotline of the Hong Kong Branch 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) in respect of any queries in relation to the Company's arrangements set out above.
8. The First Letter and the Second Letter will indicate that copies of all future Corporate Communications (in both English and Chinese) will be available from the Company and the Hong Kong Branch Share Registrar upon request, as well as on the Company's website at **[www.yingkeetea.com](http://www.yingkeetea.com)** and on the Stock Exchange's website at **[www.hkexnews.hk](http://www.hkexnews.hk)**, and that the telephone hotline service has been provided.

## DEFINITIONS

In this announcement, unless the context otherwise requires, the following expressions having the following meanings:

“Articles”	the articles of association of the Company, as amended from time to time
“Company”	Ying Kee Tea House Group Limited 英記茶莊集團有限公司, a company incorporated in the Hong Kong with limited liability, the shares of which are listed on GEM of the Stock Exchange (Stock Code: 8241)
“Corporate Communications”	any document(s) issued or to be issued by the Company for the information or action of holders of any of the Company’s securities or the investing public as defined in Rule 1.01 of the GEM Listing Rules, including but not limited to: (a) directors’ reports, annual accounts together with the auditors’ reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) the quarterly report; (d) notices of meetings; (e) listing documents; (f) circulars; (g) proxy forms; and (h) reply slips
“Director(s)”	the director(s) of the Company
“First Letter”	a letter dated 15 November 2023 to be sent by the Company to the Shareholders together with the Reply Form
“Hong Kong”	the Hong Kong Special Administrative Region of the People’s Republic of China
“Hong Kong Branch Share Registrar”	Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, the Company’s branch share registrar in Hong Kong
“GEM Listing Rules”	the Rules Governing the Listing of Securities on GEM of the Stock Exchange
“Reply Form”	a pre-paid reply form (a stamp is not needed for posting in Hong Kong) to be sent together with the First Letter
“Request Form”	a pre-paid request form (a stamp is not needed for posting in Hong Kong) to be sent together with the Second Letter

“Second Letter”	a letter to be sent to the Shareholders by the Company together with each future printed Corporate Communications and the Request Form
“Shareholder(s)”	holder(s) of the share(s) of the Company
“Stock Exchange”	The Stock Exchange of Hong Kong Limited
“Website Version”	the version of Corporate Communications in electronic form published, in both English and Chinese, on the Company’s website at <b>www.yingkeetea.com</b>

By order of the Board  
**Ying Kee Tea House Group Limited**  
**Chan Kwong Yuen**  
*Chairman*

Hong Kong, 15 November 2023

*As at the date of this announcement, the Board comprises Mr. Chan Kwong Yuen, Mr. Chan Kun Yuen and Mr. Chan Shu Yuen as executive Directors of the Company; Mr. Wong Chee Chung and Mr. Lee Wai Ho as independent non-executive Directors.*

*This announcement will remain on the Stock Exchange website at [www.hkexnews.hk](http://www.hkexnews.hk) on the “Latest Listed Company Information” page for at least 7 days from the date of its posting and on the website of the Company at [www.yingkeetea.com](http://www.yingkeetea.com).*