

## FIRST PACIFIC COMPANY LIMITED

# 第一太平有限公司

(Incorporated with limited liability under the laws of Bermuda)
Website: www.firstpacific.com
(Stock Code: 00142)

26 January 2024

Dear Registered Shareholder(s),

#### First Pacific Company Limited (the "Company")

#### - New Arrangements on Dissemination of Actionable Corporate Communications and Corporate Communications

Pursuant to new Rule 2.07A<sup>1</sup> of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") and the Company's bye-laws, the Company will disseminate the future corporate communications of the Company (the "Corporate Communications") to its Shareholders<sup>3</sup> electronically and only send Corporate Communications in printed form to the Shareholders upon request.

In this connection, the following arrangements will come into effect on 26 January 2024.

#### ARRANGEMENTS

#### Actionable Corporate Communications<sup>4</sup>

The Company will send the Actionable Corporate Communications to its Shareholders individually in electronic form by email. If the Company does not possess the email address of a Shareholder or the email address provided is not functional<sup>5</sup>, the Company will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Shareholder's functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

#### 2. Corporate Communications

The Company will make all Corporate Communications, in both English and Chinese, available on its website at <a href="www.firstpacific.com">www.firstpacific.com</a> and the HKEXnews website at <a href="www.hkexnews.hk">www.hkexnews.hk</a>.

A notice of publication of the Website Version<sup>6</sup> of Corporate Communications, in both English and Chinese, will be sent by the Company to Shareholders by email or by post (if the Company does not possess the functional email address of a Shareholder) on or after the publication date of the Corporate Communications (as the case may be).

For those Shareholders who have previously elected to receive printed version(s) of the Corporate Communications, the Company will grandfather the same arrangement for another one (1) year until 26 January 2025. Accordingly, the Company will arrange for printed version(s) of future Corporate Communications to be mailed to the relevant Shareholders in their preferred language(s) expiring 26 January 2025. Further request in writing will be required if a Shareholder prefers to continue receiving printed version(s) of future Corporate Communications.

### 3. Provision of Electronic Contact Details

To facilitate electronic communication by email, the Company recommends you to complete and sign the attached Reply Form and return it by email to <a href="mailto:firstpacific.ecom@computershare.com.hk">firstpacific.ecom@computershare.com.hk</a> or by post/by hand to Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label provided at the bottom of the Reply Form and you do not need to affix a stamp when returning. Otherwise, please affix an appropriate stamp. For those Shareholders who receive this letter in printed form, you may provide your email address by scanning your personalised QR code printed on the enclosed Reply Form. The Reply Form may also be downloaded from the Company's website at <a href="www.firstpacific.com">www.firstpacific.com</a> or the HKEXnews website at <a href="www.hkexnews.hk">www.hkexnews.hk</a>.

It is the responsibility of the Shareholders to provide an email address that is functional. If the Company does not possess the email address of a Shareholder or if the email address provided is not functional, the Company will act according to the above arrangements set out in paragraphs 1 and 2 above. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message", unless Shareholders have indicated to receive printed version (see paragraph 4 below).

Shareholders should promptly advise the Hong Kong Branch Share Registrar of their change in email address.

## 4. Request for Actionable Corporate Communications and Corporate Communications in Printed Form

For those Shareholders who wish to receive a printed version of Actionable Corporate Communications and Corporate Communications or, if for any reason, have difficulty in gaining access to the Company's website, the Company will, upon receipt of request in writing by the Shareholder to the Hong Kong Branch Share Registrar (at the address stated above) or by email to <a href="mailto:firstpacific.ecom@computershare.com.hk">firstpacific.ecom@computershare.com.hk</a>, send the Actionable Corporate Communications and Corporate Communications to such Shareholders in printed form free of charge.

Shareholders should note that a request will be valid for one (1) year from the date of such request unless being revoked. A new annual written instruction will be required if a Shareholder prefers to continue receiving printed version(s) of future Actionable Corporate Communications and Corporate Communications.

Details of the arrangements (i) for dissemination of Actionable Corporate Communications and Corporate Communications and (ii) for requesting printed copy of Actionable Corporate Communications and Corporate Communications are published under the section of "Investor Relations" in the Company's website at <a href="www.firstpacific.com">www.firstpacific.com</a>. The above-mentioned arrangements are subject to change from time to time. Shareholders should check on the Company's website at <a href="www.firstpacific.com">www.firstpacific.com</a> for updates on the arrangements.

Should you have any queries relating to this letter, please contact the Hong Kong Branch 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.

#### Notes:

- With effect from 31 December 2023.
- <sup>2</sup> Corporate Communications include any documents issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report, the annual accounts together with the independent auditors' report and, where applicable, its summary financial reports; (b) the interim report and, where applicable, its summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.
- <sup>3</sup> Holder(s) of the Share(s) of the Company.
- Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders.
- It is the responsibility of a Shareholder to provide email address that is functional. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".
- 6 The version of Corporate Communications being published, in both English and Chinese, on the Company's website and the HKEXnews website.

Yours faithfully,
For and on behalf of
First Pacific Company Limited
Chiu Wing Man, Fiona
General Counsel and Company Secretary



REPLY FORM 回條					
(t) 17 18 (Please <u>ch</u>	mputershare Hong Kong Investor Service "Hong Kong Branch Share Registra M Floor, Hopewell Centre 3 Queen's Road East, Wanchai, Hong Kong Kong ONLY ONE of the options below 選項中只選擇其中一項)	r")	致: <b>i</b> (	香港中央證券登記有限: 「股份過戶登記處香港 香港灣仔皇后大道東 18. 合和中心 17M 樓	分處」)
Personalized QR Code 專屬二維碼  Option 1: Provide your email address for receipt of future Actionable Corporate Communications* and/or Corporate Communications* of the Company via electronic dissemination by scanning your personalized QR code					
選項 2	of the following listed company (the	"Company") via electronic dissem 区的電子郵件地址·以確保收到以 Name of the First Pacif	ination 下上市公司 ( listed company ic Company	•	ions# and/or Corporate Communications* 方式發佈的日後的可供採取行動的公司通 :: 00142)
Option 3:       I/we hereby request for receipt of future Actionable Corporate Communications* and/or Corporate Communications* in printed form and noted that this instruction is valid only for one (1) year starting from the receipt date of instruction. (Notes 5) (Please mark "✓" in the below box if applicable)         選項3:       本人/吾等現要求收取日後可供採取行動的公司通訊*及/或公司通訊*印刷版・並已知悉本指示由收取指示日期起計一年內有效。(附註5) (如適用・請在以下方格內劃上「✓」號)         English Version 英文版本       Chinese Version 中文版本       English and Chinese Version 英文及中文版本					
Signature(s): (Notes 1)					
(ii) Your Comm the Co 閣下於 個人資 (iii) Your Po	unications* and to liaise with you on other matters relatii mpany may not be able to process your instruction and/or本回條所提供的個人資料將用於(包括但不限於)有關/科·若 閣下未能提供足夠資料·本公司可能無法認可 京家の和』Data may be disclosed or transferred by the & Con	onal data" in the Personal Data (Privacy) Ordin ( 私隱)條例) ( 私應)條例) ( 也 di n connection with, including but not limit g to your holdings in the Company, Your supply request as stated in this Reply Form. 司以電子方式發佈可供採取可動的公司通訊。 圖下在本回條上所述的指示及必要求。 any to its subsidiaries. He long Kong Bran pany to its subsidiaries.	ance, Chapter 486 of 国人資料」的涵義相 ed to, the Company y of Personal Data to 及/或公司通訊*及 ch Share Registrar.	f the Laws of Hong Kong ("PDP( 同。"'s electronic dissemination of A o the Company is on a voluntary b 就 閣下持有的公司證券有關的; and/or other companies or bodie	D'').  ctionable Corporate Communications' and/or Corporate asis. In case of a failure to provide sufficient information,  其他事宜上與 閣下聯絡。 閣下是自願向本公司提供  for any of the stated purposes, or when it is required to  體·並將在適當期間保留該等個人資料作核實及紀錄用

MAILING LABEL 郵寄標籤 MALLING LABEL 郵奇標識 Computershare Hong Kong Investor Services Limited 香港中央證券登記召開公司 Freepost No. 簡便回數經碼:37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us. No postage stamp 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。