



**LAM SOON (HONG KONG) LIMITED**

**南順(香港)有限公司**

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股份代號: 411)

9 February 2024

Dear non-registered shareholder(s) <sup>(Note 1)</sup>,

### **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A(1) of The Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), Lam Soon (Hong Kong) Limited (the “**Company**”) is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications.

Please note that both the English and Chinese versions of all future Corporate Communications <sup>(Note 2)</sup> will be available electronically on the website of the Company at [www.lamsoon.com](http://www.lamsoon.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies. A notification of publication of Corporate Communications will be sent to you by email (if you have provided a functional email address) or by post (if you have not provided an email address or the email address is non-functional). The Company is also required by the Listing Rules to send Actionable Corporate Communications <sup>(Note 3)</sup> to each shareholder individually.

**As a non-registered shareholder, if you wish to receive (i) notification of publication of future Corporate Communications and (ii) Actionable Corporate Communications from the Company, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.**

If the Company does not receive your functional email address from the Intermediaries or the email address provided by you is non-functional, until such time that a functional email address is provided to the Intermediaries, the Company will send you (i) notification of publication of Corporate Communications and (ii) Actionable Corporate Communications in printed form in the future.

Please note that, owing to the above arrangements, your previous instructions (if any) to receive Corporate Communications in printed form no longer apply. You are entitled at any time by reasonable prior notice in writing to the Company’s share registrar (the “**Share Registrar**”), Computershare Hong Kong Investor Services Limited, to request receiving Corporate Communications in printed form. You may make your request by completing and returning the enclosed Reply Form to the Share Registrar by post at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or send an email to [LamSoon.ecom@computershare.com.hk](mailto:LamSoon.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications in printed form. Any such request shall be valid until such time following the Company’s publication of its next annual report or when the original request is revoked in writing by you, or superseded by a subsequent written request by you (whichever is the earlier). Please note that you must complete and return a fresh Reply Form, if you wish to continue to receive Corporate Communications in printed form after the original request becomes invalid.

Should you have any queries relating to this letter, please send your question by email to [LamSoon.ecom@computershare.com.hk](mailto:LamSoon.ecom@computershare.com.hk) or contact the Company at (852) 2680 3388 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

For and on behalf of  
**Lam Soon (Hong Kong) Limited**  
**CHENG Man Ying**  
Company Secretary

Notes:

1. This letter is addressed to non-registered holder(s) (“Non-registered holder” refers to such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications.).
2. “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 shares or securities, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditors’ report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.
3. “Actionable Corporate Communications” refer to any Corporate Communications that seek instructions from holders of the shares in or other securities of the Company on how they wish to exercise their rights or make an election as holders of the shares in or other securities of the Company.
4. It is the responsibility of a shareholder to provide email address that is functional. The Company will be considered to have been duly discharged of and released from its obligations, and 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”.

## REPLY FORM 回條

**To: Computershare Hong Kong Investor Services Limited (the "Share Registrar") 致：** 香港中央證券登記有限公司（「股份過戶處」）  
17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號  
183 Queen's Road East, Wan Chai, Hong Kong 合和中心 17M 樓

## REMINDER 提示

As a non-registered shareholder, if you wish to receive (i) notification of publication of future Corporate Communications\* and (ii) Actionable Corporate Communications\* from the Company, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意收取本公司將來(i)發佈公司通訊\*的通知及(ii)可供採取行動的公司通訊\*，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

## Request for Corporate Communications\* in printed form / 要求收取公司通訊\*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): Lam Soon (Hong Kong) Limited  
上市公司（「本公司」）名稱：南順（香港）有限公司

I/we would like to receive a printed copy of future Corporate Communications\* in both English and Chinese versions and noted that this instruction is valid until such time following the Company's publication of its next annual report or when the original request is revoked in writing by you, or superseded by a subsequent written request by you (whichever is the earlier).

本人/我們欲收取未來公司通訊\*的英文及中文印刷版，並已知悉本指示將有效至本公司發佈下一份年度報告後或閣下以書面形式撤回或取代該要求（以較早者為準）。

Name(s) of Non-registered holder(s) (Note 1):

非登記股東(附註1)姓名：

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

Signature(s):

簽名：

Contact number:

聯絡電話號碼：

Date:

日期：

## Notes:

## 附註：

- This letter is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications\*). 此信件乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊\*）發出。
- Please complete all your details clearly. 請清楚填寫所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在本表格未有在方格內劃上「✓」號，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 other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，本公司將不予處理。

\* 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 the Company's shares or securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. "Actionable Corporate Communications" refer to any corporate communications that seek instructions from holders of the shares in or other securities of the Company on how they wish to exercise their rights or make an election as holders of the shares in or other securities of the Company. 除非另有註明，「公司通訊」乃指本公司已發出或將予發出以供其任何股份或證券持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。「可供採取行動的公司通訊」指任何涉及要求本公司股份或證券持有人指示其擬如何行使其有關股份或證券持有人的權利或作出選擇的公司通訊。

## PERSONAL INFORMATION COLLECTION STATEMENT

## 收集個人資料聲明

- "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《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications\*. 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 instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關本公司以電子方式發佈公司通訊\*的事宜上。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料，本公司可能無法處理閣下在本回條上所述的指示及/或要求。
- 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. 本公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給本公司的附屬公司、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 in 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, Wan Chai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk). 閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。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）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

## Mailing Label 郵寄標籤

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