Sunray Engineering Group Limited 新威工程集團有限公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號: 8616)

NOTIFICATION LETTER 通知信函

Dear Shareholder, 9 February 2024

Sunray Engineering Group Limited (the "Company")

- Notification of publication of 2023/2024 Third Quarterly Report ("Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.sunray.com.hk and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk. You may access the Current Corporate Communication by clicking the relevant title as appeared on the website of the Company or browsing through the website of Stock Exchange.

Collection of your electronic contact details

To ensure timely receipt of the latest Actionable Corporate Communications or Notice of Publication, if you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing and signing the enclosed change request form ("Change Request Form") and return to the Company's branch share registrar in 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 Company's branch share registrar in Hong Kong you will (i) be unable to receive any notifications via email regarding the publication of Actionable Corporate Communications and Notice of Publication; and (ii) the Company would only be able to send you the printed copy of the Actionable Corporate Communications and Notice of Publication.

You may at any time by reasonable prior notice in writing to the Company c/o the Company's branch share registrar in Hong Kong at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 8616-ecom@hk.tricorglobal.com elect to receive future Corporate Communications in printed form instead of by Website Version, or by Website Version instead of in printed form. If you have elected to receive Corporate Communications by Website Version and for any reason have difficulty in receiving or gaining access to Corporate Communications on the Company's website, the Company will upon request send the relevant Corporate Communications to you in printed form free of charge.

Please tick the appropriate box on the change request form on the reverse side and sign and return it by post or by hand to the Company c/o the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. If you post your Change Request Form in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp.

Please note that all future Corporate Communications in both English and Chinese will be available (a) in printed form from the Company or the Company's branch share registrar in Hong Kong upon request and (b) on the Company's website at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and the website of the Stock Exchange at www.sunray.com.hk and www.sunray.com.hk and

Should you have any queries relating to this letter, please contact the Company's branch share registrar in Hong Kong at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

By Order of the Board Sunray Engineering Group Limited Lam Ka Wing

Chairman and Executive Director

Note: Corporate Communications include 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) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips.

各位股東:

新威工程集團有限公司(「本公司」)

一於本公司網站刊發 2023/2024 年第三季度報告(「本次公司通訊」) 之登載通知

本公司的本次公司通訊之中、英文版本已上載於本公司網站(www.sunray.com.hk)及香港聯合交易所有限公司(「聯交所」)之網站(www.hkexnews.hk)。 閣下可在本公司網站按下相關標題網頁以閱覽本次公司通訊文件或在聯交所之網站瀏覽有關文件。

徵集 閣下之電子聯絡資料

為確保及時收到最新的可供採取行動的公司通訊及可供查閱通知,如 閣下尚未提供 閣下之電子郵件地址予本公司,或需更新 閣下之電子郵件地址,本公司建議 閣下填寫及簽署隨附之更改申請表格(「更改申請表格」)提供 閣下之電子郵件地址並交回本公司的香港股份過戶登記分處。

如果本公司沒有收到 閣下的有效電子郵件地址, 閣下將(i)無法透過電子郵件方式收取可供採取行動的公司通訊及登載通知;及(ii)本公司只能以印刷本方式向 閣下發送可供採取行動的公司通訊及登載通知,直至本公司的香港股份過戶登記分處收到 閣下有效的電子郵件地址為止。

閣下可隨時透過本公司的香港股份過戶登記分處(地址為香港夏愨道16號遠東金融中心17樓)向本公司在合理時間內發出事先書面通知或以電郵方式發送至8616-ecom@hk.tricorglobal.com,選擇收取日後公司通訊的印刷本,以取代網上版本(或收取網上版本,以取代印刷本)。倘若 閣下已選擇收取本公司網站登載的公司通訊的網上版本,惟因任何原因以致在收取或接收本公司網站上的公司通訊出現困難,本公司將於收到 閣下要求後寄上相關公司通訊的印刷本,費用全免。

請 閣下於本函背面之更改申請表格上適當空格劃上「✓」號,並經簽署後,寄回或以專人送達方式透過本公司的香港股份過戶登記分處,卓佳證券登記有限公司(地址為香港夏愨道16號遠東金融中心17樓)交回本公司。倘若在香港投寄更改申請表格, 閣下可使用更改申請表格上的郵寄標籤寄回,而毋須在信封上貼上郵票;否則,請貼上適當郵票。

請注意:就所有日後公司通訊的英文及中文版而言, 閣下可以(a)向本公司或本公司的香港股份過戶登記分處索取印刷本,及(b)在本公司網站www.sunray.com.hk及聯交所網站www.hkexnews.hk查閱。

閣下如有任何與本函件有關的疑問,請在辦公時間內致電香港股份過戶登記分處(852) 2980 1333,辦公時間為星期一至星期五(香港公眾假期除外)上午9時正至下午6時正。

承董事會命 新威工程集團有限公司 *主席兼執行董事* 林嘉榮

2024年2月9日

Sunray Engineering Group Limited

新威工程集團有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立之有限公司) (Stock Code 股份代號: 8616)

Change Request Form 更改申請表格

To: Sunray Engineering Group Limited (the "Company") (Stock Code: 8616)

c/o Tricor Investor Services Limited 17/F, Far East Finance Centre 16 Harcourt Road, Hong Kong

新威工程集團有限公司(「本公司」) (股份代號:8616) 經卓佳證券登記有限公司 香港夏愨道16號 遠東金融中心17樓

I/We have already received a printed copy of the Current Corporate Communications in Chinese/English or have chosen to read the Current Corporate Communications posted on the Company's website: 本人/我們已收取本次公司通訊文件之英文/中文印刷本或已選擇瀏覽本公司網站所登載之本次公司通訊文件:

本人/	would like /我們現在 mark a "v to acces	E希望 √"in(更改! ONLY	以下列 ONE	方式 of th	t收耳 ne fol	又 llowi	貴公言 ing bo]目を oxes.	後公司 請從	[通] 下列	訊文件 J選擇	:之語 中,(言版 堇在	反本及 其中-	收取 -個空	途徑	: 3劃上	:[\]	號。))	_	_				ceivi	ng t	orinte	d co	pies	by
	□ to access all future Corporate Communications by electronic means through the Company's website ("Website Version") instead of receiving printed copies by mail, and receive an email notification to my/our email address below or a notification letter of the publication of the Corporate Communications on the Company's website; OR 透過本公司網站以電子方式瀏覽所有日後公司通訊(「網上版本」)以代替通過郵件收取印刷本,並向本人/我們發出電郵通知(本人/我們之電郵地址如下)或就於本公司網站登載公司通訊發出通知函件;或																															
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□ □ □ Signatu	to receive the printed English version* of all future Corporate Communications ONLY ; OR 僅 收取所有日後公司通訊的英文印刷本*; 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的中文印刷本*; 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的英文及中文印刷本																															
簽名	et telepho	ne nui	nber												Date																	
聯絡電話號碼										日期																						

Notes: 附註:

- Please complete all your details clearly. Any Change Request 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更改申請表格無效。
- 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 2. 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。
- 3. 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 Change Request Form in order to be valid. 如屬聯名股東,則本更改申請表格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。
- The preference in receiving Corporate Communications in printed form of a Shareholder will be valid unless being revoked or superseded or until expired on 31 March 2025 (whichever is earlier). Further request in writing will be required if a Shareholder prefers to continue receiving printed copy of future Corporate Communications and Actionable 4. Corporate Communications.
 股東以印刷本形式收取企業通訊的偏好選擇將一直有效,除非被撤銷或取代,或直至2025年3月31日到期(以較早者為準)。如果股東希望繼續收到日後的企業通訊和可供採取行動的企業通訊的印刷本,則需要做進一步書面請求。
- You are entitled at any time by reasonable prior notice in writing to c/o the Company's branch share registrar in Hong Kong to change your choice of means of receipt of future Corporate Communications.
 閣下有權隨時透過本公司的香港股份過戶登記分處向本公司發出合理時間的事先書面通知,以更改 閣下就收取日後公司通訊之收取方式的選擇。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form. 為免存疑,本公司概不接受於本更改申請表格上書寫之任何額外指示。 6.
- 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' reports, annual accounts together with the auditors' reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips. 公司超訊指出本公司曼拉出或排予委出以供本公司任何避券的持有人参照或採取行动的任何文件,包括但不服於: (a) 董事會報告、年度賬目建同核數師報告及(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;(f)代表委任表格;及(g)確認回條。
- You will receive the Corporate Communications in both English and Chinese languages if they are printed in the same booklet.

倘公司通訊的英文及中文版本同冊印列,則 閣下將同時收取兩個版本。

閣下寄回此更改申請表格時,請將郵寄標籤剪貼於信封上。 如在本港投寄毋須貼上郵票,否則請貼上適當的郵票。 Please cut the mailing label and stick this on the envelope to return this

Change Request Form to us.

No postage stamp necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp.

Mailing Label 郵寄標籤

Tricor Investor Services Limited 卓佳證券登記有限公司

Freepost No. 簡便回郵號碼: 10 GPO Hong Kong 香港 Sunray (8616)