



Yip's Chemical Holdings Limited
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 408)

28 February 2024

Dear Registered Shareholder(s),

New Arrangements on Electronic Dissemination of Corporate Communications

Pursuant to the amended Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") and the articles of association of Yip's Chemical Holdings Limited (the "Company"), to support environmental protection, increase efficiency in communication with the shareholders of the Company (the "Shareholder(s)") and save printing and mailing costs, the Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Website Version") of the Company to its Shareholders and making available to you the following options for you to elect means of receipt of future corporate communications of the Company (the "Corporate Communication(s)") and will only send Corporate Communications in printed form to the Shareholders upon request.

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, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary of financial report; (b) the interim report and, where applicable, its summary of interim report; (c) the environmental, social and governance report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form, will be distributed in the following manners:

ARRANGEMENTS

1. Actionable Corporate Communications 1

The Company will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Shareholder's functional postal address to facilitate dissemination of Actionable Corporate Communications in the future.

2. Corporate Communications

The Company will make the Corporate Communications available on its website (www.yipschemical.com) and the website of The Stock Exchange of Hong Kong Limited (www.hkexnews.hk).

The Company will not send a notice of publication of the Website Version of Corporate Communications to its Shareholders. The Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites and access the Website Version of Corporate Communications by themselves.

3. Request for Corporate Communications and Actionable Corporate Communications in printed form

For those Shareholders who wish to receive a printed version of all future Corporate Communications and Actionable Corporate Communications or, if for any reason, have difficulty in gaining access to the Company's website, the Company will, upon receipt of request by reasonable notice in writing or completion of the enclosed Reply Form to the Company's Branch Share Registrar in Hong Kong, Tricor Secretaries Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by sending an email to is-enquiries@hk.tricorglobal.com from those Shareholders, send future Corporate Communications and/or the relevant Corporate Communications (as the case may be) to such Shareholders in printed form free of charge.

Details of the arrangements (i) for dissemination of Corporate Communications and (ii) for requesting printed copy of Corporate Communications are published under the section "Investor Relations - Announcements & Circulars" in the Company's website (www.yipschemical.com). For any queries in relation to this letter, please call the Company's branch share registrar in Hong Kong, Tricor Secretaries Limited, at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays, or by sending an email to is-enquiries@hk.tricorglobal.com.

Please note a Shareholder's request to receive Corporate Communications in printed form will remain valid from the date of the receipt of the request to 31 December of that year unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a Shareholder wishes to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.

Yours faithfully,
By order of the Board
Yip's Chemical Holdings Limited
Ip Chi Shing
Chairman

Note: "Actionable Corporate Communications" refer to any Corporate Communications from the Company that seek instructions from its securities holders on how they wish to exercise their rights or make an election as the securities holders of the Company.



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REPLY FORM

TO: Yip's Chemical Holdings Limited
(Stock Code: 408)
Tricor Secretaries Limited
17/F, Far East Finance Centre,
16 Harcourt Road, Hong Kong

I/We would like to receive all future Corporate Communications of the Company in the manner as indicated below and noted that this instruction is valid from the date of the receipt of the request to 31 December of that year unless being revoked or superseded (whichever is earlier) ^(Note 8):

(Please mark a "✓" in ONLY ONE of the following boxes.)

- in printed form in English version ONLY; or :
- in printed form in Chinese version ONLY; or :
- in both the printed English and Chinese versions.

Full Name: _____ (English) Signature: _____

Mailing Address: _____

Contact Telephone Number: _____ Date: _____

Notes:

- 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.
- If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you, 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 February 2024, and the publication of the Corporate Communications will be sent to you by post at your address as appearing on the register of members maintained by our Hong Kong branch share registrar or at any other address you have provided to us for such purpose.
- 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.
- 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.
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify by reasonable prior notice in writing to the Company's Branch Share Registrar in Hong Kong, Tricor Secretaries Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to is-enquiries@hk.tricorglobal.com.
- You are entitled at any time by reasonable prior notice in writing to the Company to change your choice of means of receipt of future Corporate Communications.
- For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.
- 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 of financial report; (b) interim report and, where applicable, its summary of interim report; (c) the environmental, social and governance report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
- "Actionable Corporate Communications" refer to any Corporate Communications from the Company that seek instructions from its securities holders on how they wish to exercise their rights or make an election as the securities holders of the Company.

PERSONAL INFORMATION COLLECTION STATEMENT

- "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").
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions.
- 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.
- 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 to the Company (the address stated in note 5 above).

(Please cut along the dotted line)



Please cut the mailing label and stick it on an envelope to return this Reply Form to us.
No Postage is necessary if posted in Hong Kong.

Mailing Address

Tricor Secretaries Limited
卓佳秘書商務有限公司
Freepost No. : 10 GPO
Hong Kong