

Tradelink Electronic Commerce Limited

貿易通電子貿易有限公司

(Incorporated in Hong Kong with limited liability) (於香港註冊成立的有限公司) (Stock code 股份代號: 536)

Dear registered shareholder(s),

15 April 2024

Tradelink Electronic Commerce Limited (the "Company")

Notice of Publication of 2023 Annual Report, Circular of Annual General Meeting, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communication") and Arrangement of Electronic Dissemination of Corporate Communication

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at www.tradelink.com.hk and the HKEXnews website at www.tradelink.com.hk and the HKEXnews website at www.tradelink.com.hk and the HKEXnews website or by referring to the attached printed version(s) (if applicable). You may access the Current Corporate Communication as appeared on the Company's website, by browsing through the HKEXnews website or by referring to the attached printed version(s) (if applicable). If you have any difficulty in receiving or gaining access to the Current Corporate Communication posted on the Company's website for any reason or wish to receive the Current Corporate Communication in printed form, the Company will promptly upon your request send the printed version of the Current Corporate Communication to you free of charge; please write to the Company's Hong Kong share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email to ir@tradelink.com.hk.

Arrangement of Electronic Dissemination of Corporate Communication

Arrangement of Electronic Dissemination of Corporate Communication

Pursuant to Rule 2.07A and 2.07B 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 Communication 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), the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communication, which mean any document issued or to be issued by the Company for the information or action of holders of any of its 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 financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communication will be available electronically on the website of the Company at www.tradelink.com.hk and the HKEXnews website at www.hkexnews.hk in place of printed copies.

We write to ascertain your preference in receiving all future Corporate Communication. If you wish to receive the printed version of future Corporate Communication, please complete the enclosed reply form (the "Reply Form") and return it to the Share Registrar, by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp) at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong; or send an email to ir@tradelink.com.hk specifying your name, address for the request. The Reply Form may also be downloaded from the Company's website or the HKEXnews website. Please note that such request shall be valid only for one year starting from the receipt date of your instruction and will expire thereafter. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communication and have made an election, you are hereby requested to make an election again. Please note that your previous election (if applicable) will be disregarded.

Solicitation of electronic contact details
To ensure timely receipt of the latest Corporate Communication and Actionable Corporate Communication*, the Company recommends you provide your email address by completing, signing and returning the enclosed reply form to the Company's Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 14 May 2024, and until you inform the Share Registrar, you are deemed to have consented to read all future Corporate Communication published on the website of the Company at www.tradelink.com.hk (the "Website Version"), and a notification of the publication of the Corporate Communication on the Company's website will be sent to you in the future.

If you elect to receive the Website Version of future Corporate Communication, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communication on the website of the Company as and when Corporate Communication are published on the website of the Company and (ii) all future Actionable Corporate Communication in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communication, the Company will send to you by post at your address as appearing in the Company's register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communication on the website of the Company and (ii) all future Actionable Corporate Communication in printed form, until such time when you have provided a valid and a functional email address to the Share Registrar for receiving the same.

Should you have any queries relating to this letter, please contact the Company's telephone hotline at (852) 2161 4370 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to ir@tradelink.com.hk.

By Order of the Board Tradelink Electronic Commerce Limited Dr. LEE Harry Nai Shee, S.B.S., J.P. Chairman

* Actionable Corporate Communication is any Corporate Communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders.

各位登記股東:

貿易通電子貿易有限公司(「本公司」) - 2023 年年度報告、股東週年大會通函、股東週年大會通告及代表委任表格(「本次公司通訊」)之發佈通知及以電子方式發佈公司通訊之安排

本公司本次公司通訊的中、英文版本已上載於本公司的網站 www.tradelink.com.hk 和披露易網站 www.hkexnews.hk (「**披露易網站**」)或按安排附上本次公司通訊之印刷本(如適用)。 関下可在本公司的網站閱覽本次公司通訊、在披露易網站瀏覽有關文件或參考隨附之印刷本(如適用)。如 関下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件 出現困難,本公司將於接到 関下通知後,盡快向 関下免費發送有關本次公司通訊文件的印刷本; 関下可以書面方式通知香港中央證券登記有限公司(「**股份過戶登記處**」),地址為 香港灣仔皇后大道東 183 號合和中心 17M 樓,或電郵至 <u>ir@tradelink.com.hk</u>。

以電子方式發佈公司通訊之安排

2 N电子の表現でより通過と支持 根據香港聯合交易所有限公司證券上市規則(「**上市規則**」)第 2.07A 條及第 2.07B 條已經於 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發佈公司通訊規定下,公司的組織章程細則以及公司條例(香港法例第 622 章),公司謹此通知 閣下,公司已採用以電子方式發佈公司通訊之安排,該公司通訊是指公司為向其任何證券持有人提供資訊或提醒其採取行動而發佈或將要發佈的任何文件,包括但不限於(a)董事會報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告:(b)中期報告及其中期報告摘要(如適用);(c)會議通知: (d)上市文件; (e)通函和(f)代表委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 www.tradelink.com.hk 和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。

現特來函以確定 関下對收取日後公司通訊的意向選擇。如 関下欲收取日後公司通訊文件之印刷本,請填妥在本函背面的回條(「**回條**」),並使用隨附之郵寄標籤寄回股份過戶登記 處(如在香港投寄, 関下無需支付郵費或貼上郵票:否則,請貼上適當的郵票),地址為香港灣仔皇后大道東 183 號合和中心 17M 樓;或發送電郵至 ir@tradelink.com.hk,並註明 関 下的姓名、地址提出要求。表格亦可於本公司網站或披露易網站內下載。請注意,收取未來公司通訊印刷版之指示由收悉 関下指示當日起計一年內有效,此後將過期。即使 関下曾經 收到本公司就收取某類公司通訊的方式提供選擇之函件並已作出選擇,仍請 閣下再次作出選擇。請注意 閣下以往所作出的選擇(如有)將失效。

徵集電子聯絡資料

為確保及時收到最新的公司通訊及可供採取行動的公司通訊*,公司建議 閣下透過填妥、簽署本函背頁之回條並交回公司的股份過戶登記處,香港中央證券登記有限公司,地址為香港 灣仔皇后大道東 183 號合和中心 17M 樓,以提供 閣下的電郵地址。

倘若公司於 2024 年 5 月 14 日之前尚未收到 関下已填妥並簽署之回條或表示反對之任何書面回覆, 関下將被視為已同意收取所有日後公司通訊之網上版本,而公司日後將向 関下發送已在公司網站登載的公司通訊之通知。

如 閣下遷擇接收日後公司通訊的網上版本, 閣下需要在回條中提供電郵地址,以便接收(i)當公司通訊登載於公司網站時有關公司網站發佈相關公司通訊的電郵通知,以及(ii)公司日 後以電子形式發佈的所有可供採取行動的公司通訊*。若 閣下在回條中沒有提供有效且可用的電郵地址,或 閣下被視為已同意接收日後公司通訊的網上版本,公司將根據股份過戶登 記處所存置的股東名冊上所示的地址透過郵寄方式向 閣下發送(i)在公司網站上發佈公司通訊的通知函及(ii)所有日後可供採取行動的公司通訊的印刷版本,直至 閣下向股份過戶登記 處提供有效且可用的電郵地址以接收該等公司通訊。

如 閣下對本函件有任何疑問,請於星期一至五(香港公眾假期除外)上午9時正至下午6時正的辦公時間內致電本公司的電話熱線(852)2161 4370 或電郵至 ir@tradelink.com.hk。

承董事會命 貿易通電子貿易有限公司 李乃熺博士, S.B.S., J.P. 丰席

Personalized QR Code

REPLY	FORM	回條
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Computershare Hong Kong Investor Services Limited

(the "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

(Please choose ONLY ONE of the options below)

(請<u>從以下選項中**只選擇其中一項**)</u>

香港中央證券登記有限公司

(「股份過戶處」)

香港灣仔皇后大道東 183 號 合和中心 17M 樓

Option 1: Provide your email address for receipt of future Corporate Communication* of

the Company via electronic dissemination by scanning your personalized QR code

選項1: 掃瞄 閣下專屬二維碼提供 閣下之電郵地址,以接收公司通過電子方式 發佈的未來公司通訊*

> You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項 1 見 閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communication* of the following listed company (the "Company" via electronic dissemination				
選項 2: 本人/吾等現以書面提供本人/吾等之的電郵地址,以確保收到以下上市公司(「本公司」)通過電子方式發佈的未來公司通訊*				
Name of Securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱:				
Tradelink Electronic Commerce Limited				
貿易通電子貿易有限公司				
Email address 電郵地址: (Notes 3 / 附註3)				
Ontion 3: I/we hereby request for receipt of Corporate Communication* in printed form (Dlesse mark "\" in the helpy have if applicable)				

Option 3: I/we hereby request for receipt of Corporate Communication* in printed form (Please mark "✓" in the below box if applicable) 選項 3: 本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格內劃上「✓」號)				
receive future Corporate Communication* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5) 收取未來公司通訊*的印刷本,並已知悉本指示由收取指示日期起計一年內有效。(<i>附註 5</i>)				
Signature(s): ^(Notes 1) 簽名: ^(附註 1)	Contact number: 聯絡電話號碼:	Date: 日期:		

- 1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚填妥 關下之所有資料。如屬聯名般東,則本回條須由所有聯名股東聯合簽署,方為有效。
- Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不正確,則本回條將會作廢。

- Unless otherwise specified, Corporate Communication refer to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 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證券的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。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- 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").

 本營明中所指的「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」的涵養相同。

 Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communication* and to liaise with you on other matters relating to your holdings in the Company, 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 instruction and/or request as stated in this Reply Form.

 圖下於本心傳統所提供的個人資料等用於(包括但不限於)有關本公司以電子方式發佈公司通訊*及款 圖下持有的本公司證券有關的其他事宜上與 圖下聯絡。 圖下是自願向本公司提供個人資料。若 圖下未能提供足夠資料。本公司可能無法處理 圖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 subdidiaries, 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.

 本公司可然任何所說明的用途或任法例規定的情况下。將 圖下的個人資料數據或屬於各社公司的附屬公司。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 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

 田本語 中心 17M 樓)向香港隱私主任提出,或發送電郵子PrivacyOfficer@computershare.com.hk。
- (iii)

Mailing Label 郵寄標籤

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

Freepost 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。