

# SANVO Fine Chemicals Group Limited

# 三和精化集團有限公司

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

(Stock Code: 301) (股份代號: 301)

# NOTIFICATION LETTER 通知信函

30 April 2024

Dear Registered Shareholders,

### SANVO Fine Chemicals Group Limited (the "Company")

# - Notice of Publication of Annual Report 2023, Circular and Form of Proxy of 2023 Annual General Meeting (the "Current Corporate Communications")

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited ("HKEX") at <a href="www.hkexnews.hk">www.hkexnews.hk</a> and the Company's website at <a href="www.sanvo.com">www.sanvo.com</a>. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website for any reason, please send your request (specifying your name, address and request) by email at <a href="https://hkadmin@sanvo.com">hkadmin@sanvo.com</a> or by notice in writing to the Company's Hong Kong share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

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

Pursuant to Rule 2.07A 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 Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents 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 Communications will be available electronically on the website of the Company at <a href="https://www.sanvo.com">www.sanvo.com</a> and the HKEXnews website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> in place of printed copies.

#### Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications<sup>(Note)</sup>, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "**Reply Form**"). Alternatively, you may sign and return the Reply Form to the Share Registrar, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, 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 Share Registrar, the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you want to receive future Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the Share Registrar or send an email to <a href="https://hkadmin@sanvo.com">hkadmin@sanvo.com</a> specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter. After expiry and if you wish to continue receiving future Corporate Communications in printed form, please provide your request to the Share Registrar with a reasonable notice.

Should you have any queries relating to this letter, please send an email to at the Company at <a href="https://hkadmin@sanvo.com">hkadmin@sanvo.com</a>.

Yours faithfully,
By order of the Board
SANVO Fine Chemicals Group Limited
Mr. Chen Bingqiang
Chairman, Chief Executive Officer and
Executive Director

Note: 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 holder. 各位登記股東:

行应豆癿放木:

# 三和精化集團有限公司(「本公司」)

# - 2023 年報、2023 年股東週年大會通函及代表委任表格(「本次公司通訊文件」)之發佈通知

本公司的本次公司通訊文件備有中、英文版本,並已上載於香港聯合交易所有限公司(「**香港交易所**」)網站(<u>www.hkexnews.hk</u>)及本公司網站(<u>www.sanvo.com</u>),歡迎瀏覽。 閣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, 閣下可將要求(註明 閣下的姓名、地址及要求)以電郵方式發送到本公司之電郵地址 <u>hkadmin@sanvo.com</u>或以書面方式郵寄致本公司的香港股份過戶登記處(「**股份過戶處**」)[香港中央證券登記有限公司/香港證券登記有限公司],地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。本公司將於接到 閣下通知後,盡快向 閣下免費發送有關本次公司通訊文件的印刷本。

# 以電子方式發佈公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發佈公司通訊規定下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,本公司謹此通知 閣下,本公司已採用以電子方式發佈公司通訊(「**公司通訊**」)之安排,該公司通訊是指本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布或將要發布的任何文件,包括但不限於 (a) 董事報告、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(如適用)其中期報告摘要; (c) 會議通知; (d) 上市文件; (e) 通函和 (f) 委任表格。

請注意,所有日後公司通訊的英文版和中文版將在本公司網站 www.sanvo.com 和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。

### 徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊<sup>(網註)</sup>,本公司建議 閣下透過掃描本函背頁之回條(「**回條**」)上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。 或者, 閣下也可以簽署回條並交回股份過戶處,地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

# 如果本公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前,本公司未來將以印刷本形式發送可供採取行動的公司通訊 (離)

若 閣下希望收取未來公司通訊之印刷本,請填妥本函背頁之回條並交回股份過戶處,或發送電子郵件至 <u>hkadmin@sanvo.com</u>,並註明 閣下的姓名、地址 以及收取公司通訊印刷本的要求。 請注意,收取未來公司通訊印刷本之指示由收悉 閣下指示當日起計一年內有效,此後將過期。如 閣下希望於指示過 期後繼續收取未來公司通訊之印刷本,請於合理時間內向股份過戶處提出要求。

如 閣下對本函件有任何疑問,請發送電子郵件至 hkadmin@sanvo.com 與公司聯絡。

承董事會命 三和精化集團有限公司 主席、行政總裁及執行董事 陳炳强先生 謹啟

REPLY	<b>FORM</b>	回條
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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 合和中心 17M 樓

183 Queen's Road East, Wanchai, 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>)

Option 1: Provide your email address for receipt of future Actionable Corporate Communications(Note 3) of the Company via electronic dissemination by scanning Personalized QR Code <u>專屬二維碼</u>

your personalized QR code

選項 1: 掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 發佈可供採取行動的未來公司通訊<sup>(## 3)</sup>

> You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1, 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 Actionable Corporate Communications (Note 3) 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/吾等之的電子郵件地址,	以確保收到以下上市公司(「公司」)通過電子方式發佈可供採取行動的未來公司通訊 <sup>///建-3)</sup>				
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱:				
SANVO Fine Chemicals Group Limited					
三和精化集團有限公司					
07 - 2 (#(1) 2)					
Email address 電郵地址:					

Signature(s): (Note 1) 簽名: (用註 1)	Contact number: 聯絡電話號碼:	Date: 日期:		
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 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。 (創註5)				
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)			
Option 3: I/we hereby request for receipt of Co.	rporate Communications* in printed form (Please ma	ark "✓" in the below box if applicable)		

- ntes 捐註:
  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.
  請清楚填憂 閉下之所有資料。如屬總名股東,則本回緣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.
  任何回緣并未有簽署逐共後地乃頭填身不近離,則勢會作樂。
  If the Company does not receive a functional email address in your reply, the Company will send the Actionable Corporate Communication in printed form in the future. Actionable Corporate Communication that seeks instructions from issuer's securities holder.
  如公司沒有收到 関下的存效電子郵件地址,公司將以印刷本形式發送可供採取行動的未來公司通識。可供採取行動的公司通識指任何涉及要求發行人的證券特有人指示其擬如何行使其有關證券特有人的權利的公司通過
- 的公司通訊。 If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如 開下通過二維碼。電郵、回線及域失地方式提供多於一個的電子郵件地址、另有 開下通過二維码。電影 阿拉拉姆會被用於登記。 If you mark "" in the box in Option 3, no email address will be registered and only Corporate Communications" in printed form will be received. 如 開下在週項3 方格内動上 [4] 號,將不會有電子鄉件地址被登記,只有公司通訊\*的印刷版會被收取。 For the avoidance of doubt、the Company does not accept onn other instructions given on this Reply Form. 為免存級,在本回錄上的任何個外指示,公司終不予處理。

- 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 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 interim 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. 除来另有证明,公司通讯乃指公司已發出或將子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(a) 董事報告、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(如適用)其務摘要報告; (c) 會議通知; (d) 上市文件; (e) 通函和(f) 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)(「《**私服徐州》**」)中「個人資料」的涵蓋相同。

  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 Communications 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 volunty 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.

  图下於本巴梭所提供的例人資料解用於(包括但不限於)有關公司以電子方式發布公司通訊及就 图下持有的公司證券有關的其他事宜上與 图下聯絡。 图下是自願向公司提供個人資料。若 图下未能提供足夠資料、公司可能無法處理 图下在本回缘上所述的指示及/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.

  公司可就作用所說明的用单选或在任务假设定的情况下。第 图下的阅、资料技能或单数等各公司的联圈公司、股份适用度、及成其他公司或團體,並將在適當期間保留該等個人資料作核實及記錄用途。

  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 in accordance with the provisions of the PDPO. Any such request for 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, Wanchai, Hong Kong or by email at 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 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.

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