



## FAR EAST HOTELS AND ENTERTAINMENT LIMITED

遠東酒店實業有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code: 00037)

(股份代號: 00037)

### NOTIFICATION LETTER 通知信函

26 July 2024

Dear Registered Shareholders,

#### FAR EAST HOTELS AND ENTERTAINMENT LIMITED (THE "COMPANY")

#### - NOTICE OF PUBLICATION OF ANNUAL REPORT 2024, CIRCULAR, NOTICE OF ANNUAL GENERAL MEETING AND FORM OF PROXY (THE "CURRENT CORPORATE COMMUNICATIONS")

The Annual General Meeting of the Company will be held at the Conference Room, 2/F, Cheung Chau Warwick Hotel, East Bay, Cheung Chau, Hong Kong at 3:00 p.m. on Monday, 2 September 2024. English and Chinese versions of the Current Corporate Communications are available on the Company's website at [www.tricor.com.hk/web/service/00037](http://www.tricor.com.hk/web/service/00037) and the website of HKEXnews at [www.hkexnews.hk](http://www.hkexnews.hk). If you have elected to receive corporate communications\* in printed form, the printed form (or forms) of the Current Corporate Communications is (or are) enclosed.

If you would like (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form, please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand to the Company's share registrar (the "Share Registrar"), Tricor Standard Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. If you post your reply 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. The Change Request Form may also be downloaded from the Company's website at [www.tricor.com.hk/web/service/00037](http://www.tricor.com.hk/web/service/00037) and the website of HKEXnews at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have elected (or are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Company's website and for any reason have difficulty in obtaining access to corporate communications on the Company's website, the Company will upon request send the Current Corporate Communications to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (sent to the Share Registrar at the above address or by email to [fareasthotels@hk.tricorglobal.com](mailto:fareasthotels@hk.tricorglobal.com)) elect (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form.

Should you have any queries in relation to this letter, please call the telephone hotline of the Company's Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

Yours faithfully,

For and on behalf of

**FAR EAST HOTELS AND ENTERTAINMENT LIMITED**

**DEREK CHIU**

Executive Director, Chairman, Managing Director and Chief Executive

\* *Corporate Communication(s) means any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to the directors' report, annual accounts together with a copy of the auditor's report (and where applicable, the summary financial report), the interim report (and where applicable, the summary interim report), notices of meetings, listing documents, circulars and proxy forms.*

致各位登記股東：

遠東酒店實業有限公司(「本公司」)

— 2024年年報、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

本公司之股東週年大會將於2024年9月2日(星期一)下午三時正假座香港長洲東灣華威酒店二樓會議室舉行。本次公司通訊之中、英文版本已上載於本公司網站([www.tricor.com.hk/web/service/00037](http://www.tricor.com.hk/web/service/00037))及披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))。歡迎查閱。如閣下已選擇收取公司通訊\*之印刷本，本次公司通訊隨本函附上。

如閣下欲(i)收取本公司日後的公司通訊之印刷本，以取代於本公司網站登載的電子版本(或收取於本公司網站登載的公司通訊電子版本，以取代印刷本)或(ii)更改所收取的公司通訊印刷本的語言版本，請閣下填妥在本函背面的更改選擇表格，並在更改選擇表格上簽名，然後寄回或親自交回本公司之股份過戶登記處，卓佳標準有限公司(「股份過戶登記處」)，地址為香港夏慤道16號遠東金融中心17樓。倘若閣下在香港投寄，可使用更改選擇表格內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。更改選擇表格亦可於本公司網站([www.tricor.com.hk/web/service/00037](http://www.tricor.com.hk/web/service/00037))及披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下已選擇(或被視為已選擇)收取於本公司網站登載的本次公司通訊電子版本，惟因故查閱公司通訊上出現困難，只要閣下提出要求，本公司將儘快寄上所要求的本次公司通訊的印刷本，費用全免。

閣下可以隨時透過股份過戶登記處以書面或透過電郵至[fareasthotels@hk.tricorglobal.com](mailto:fareasthotels@hk.tricorglobal.com)通知本公司，選擇(i)收取本公司日後的公司通訊之印刷本，以取代於本公司網站登載的電子版本(或收取於本公司網站登載的公司通訊電子版本，以取代印刷本)或(ii)更改所收取的公司通訊印刷本的語言版本。

若閣下對本函有任何疑問，請於星期一至星期五(公眾假期除外)辦公時間上午九時正至下午六時正，致電本公司之股份過戶登記處電話熱線(852) 2980 1333查詢。

承董事會命  
遠東酒店實業有限公司  
執行董事、主席、董事總經理及行政總裁  
邱達偉

2024年7月26日

\* 公司通訊乃公司發出或將發出以供其任何香港聯合交易所有限公司《證券上市規則》第1.01條界定的證券之持有人參照或採取行動的任何文件，其中包括但不限於董事會報告、年度賬目連同核數師報告(及如適用財務摘要報告)、中期報告(及如適用中期摘要報告)、會議通告、上市文件、通函及委派代表書。

## CHANGE REQUEST FORM 更改選擇表格

To: **Far East Hotels and Entertainment Limited**  
("the Company") (Stock Code: 00037)  
c/o Tricor Standard Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: **遠東酒店實業有限公司**  
〔本公司〕(股份代號: 00037)  
經卓佳標準有限公司轉交  
香港夏愨道16號  
遠東金融中心17樓

I/We have received the Current Corporate Communications (as defined on the reverse side of this form) in the English language, the Chinese language or in both languages or have elected (or am/are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Company's website.  
本人/我們已收取本次公司通訊(定義見本表格背面)之英文/中文印刷本或英文和中文印刷本或已選擇(或被視為已選擇)收取於本公司網站登載的本次公司通訊電子版本。

**Part A** I/We would like to receive the Current Corporate Communications in printed form in the manner indicated below:  
**甲部** 本人/我們現欲以下列方式收取本次公司通訊之印刷本:

(Please mark "✓" in **ONLY ONE** of the following boxes) (請僅在下列其中一個空格內劃上「✓」號)

- I/We would like to receive the Current Corporate Communications in the English language only; OR  
本人/我們現欲收取本次公司通訊之英文本; 或
- I/We would like to receive the Current Corporate Communications in the Chinese language only; OR  
本人/我們現欲收取本次公司通訊之中文本; 或
- I/We would like to receive the Current Corporate Communications in both the English language and the Chinese language.  
本人/我們現欲收取本次公司通訊之英文和中文本。

**Part B** I/We would like to change the way in which I/we receive future corporate communication from the Company in the manner indicated below:  
**乙部** 本人/我們現欲變更以下列方式收取公司將來之公司通訊:

(Please mark "✓" in **ONLY ONE** of the following boxes) (請僅在下列其中一個空格內劃上「✓」號)

- to read the Website Version of all future Corporate Communications in electronic form published on the Company's Website in place of printed copies, and to receive an email notification of the publication of Corporate Communication on the Company's Website; OR  
瀏覽所有日後以電子方式上載於本公司網站之公司通訊的網上版本, 以代替收取印刷版本, 並收取公司通訊已在本公司網站刊發之電郵通知; 或

Email Address  
電郵地址

(The Company will send to the email address provided above (if any) a notification of the availability of the Corporate Communication on the Company's Website in future. If no email address is provided, a printed notification letter of the publication of the Website Version of the Corporate Communication on the Company's Website will be sent. Please provide the email address in English Block Letters and the email address is used for notification of release of Corporate Communication only.)  
(本公司日後會在公司通訊於本公司網站發佈時發出通知至以上提供之電郵地址(如有)。如未有提供電郵地址, 則會發出公司通訊的網上版本已在本公司網站刊發的通知信函予閣下。請以英文正楷填寫電郵地址, 以上電郵地址僅供作通知公司通訊已獲發佈用途。)

- to receive the printed English version of all future Corporate Communications only; OR  
只收取所有日後公司通訊的英文印刷版本; 或
- to receive the printed Chinese version of all future Corporate Communications only; OR  
只收取所有日後公司通訊的中文印刷版本; 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版本。

Name of Shareholder (in BLOCK LETTERS)\*  
股東姓名(以正楷填寫)\*

Address\*  
地址\*

Signature\*  
簽署\*

Date  
日期

Contact Phone Number\*  
聯絡電話\*

\* You are required to fill in the details if you download this Change Request Form from the Company's website or the website of Hong Kong Exchanges and Clearing Limited.  
\* 假如閣下從本公司網站或香港交易及結算所有限公司下載本變更申請表格, 請填上有關資料。

Notes 附註:

- Please complete all your details clearly.  
請閣下清楚填寫本表格所有資料。
- 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 this Change Request Form in order for it to be valid.  
如屬聯名股東, 則本更改選擇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。
- Any form with more than one box marked ✓ in Part A or Part B, with no box marked ✓, with no signature or otherwise incorrectly completed will be void.  
如在本更改選擇表格甲部或乙部超過一個方格內劃上「✓」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, we do not accept any special instructions written on this Change Request Form.  
為免存疑, 任何在本更改選擇表格的額外手寫指示, 本公司將不予處理。
- Please note that English and Chinese versions of all the Company's corporate communications which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company's corporate communications are also available on the Company's website www.tricor.com.hk/webservice/00037 for five years from the date of first publication.  
本公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版本, 可供索取。所有公司通訊中、英文版本亦由首次登載日期起計, 持續5年載於本公司網站(www.tricor.com.hk/webservice/00037)上。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your supply of your email address and telephone number is on a voluntary basis for the purposes of verifying and recording your means of receipt and choice of language of Corporate Communications of the Company and/or the delivery of those Corporate Communications (the "Purposes"). We may transfer your email address and telephone number to our agent, contractor, or third party service provider who provides administrative, computer and other services to us for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. Your email address and telephone number will be retained for such period as may be necessary to fulfil the Purposes. Request for access to and/or correction of the relevant personal data can be made in accordance with the provisions of the Personal Data (Privacy) Ordinance and any such request should be in writing by mail to the Privacy Compliance Officer of Tricor Standard Limited at the above address.

本聲明所指的「個人資料」具有《個人資料(私隱)條例》閣下是自願提供。閣下的電郵地址及電話號碼, 以用於核實及記錄閣下收取本公司公司通訊的方式及語文版本的選擇, 以及/或傳送公司通訊(「該等用途」)。我們可能向就該等用途為我們提供行政、電腦及其他服務的代理人、承辦商或第三者服務供應商, 以及其他獲法律授權而要求取得有關資料的人士或其他與該等用途有關以及需要接收有關資料的人士提供。閣下的電郵地址及電話號碼。閣下的電郵地址及電話號碼將就履行該等用途所需的期間保留。有關存取及/或更正有關個人資料的要求可按照《個人資料(私隱)條例》之條文提出, 而有關要求均須以書面方式郵寄至卓佳標準有限公司(地址如上)的私隱條例事務主任。

(Please cut along the dotted line 請沿虛線剪下)



Please cut the mailing label and stick this on an envelope to return the Change Request Form to us.  
No postage stamp is required for local mailing in Hong Kong

當閣下寄回此更改選擇表格時, 請將此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

### MAILING LABEL 郵寄標籤

Tricor Standard Limited  
卓佳標準有限公司  
Freepost No. 10 GPO 簡便回郵號碼: 10 GPO  
Hong Kong 香港

