(a joint stock company incorporated in the People's Republic of China with limited liability)

(於中華人民共和國註冊成立的股份有限公司) (Stock Code /股份編號: 0038)

Dear registered H shareholder(s),

7 February 2024

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, First Tractor Company Limited* (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, 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 www.irasia.com/listco/hk/firsttractor/ and the HKExnews website at www.hkexnews.hk/ in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), the Company recommends you provide your email address by scanning your personalized QR code printed on the reply form on the reverse side (the "**Reply Form**"). Alternatively, you may sign and return the Reply Form to the Company's H share registrar (the "**H Share Registrar**"), Hong Kong Registrars Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Company will send the Actionable Corporate Communications^(Note) to H shareholders by email in the future.

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 H Share Registrar, the Company will send the Actionable Corporate Communications^(Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the H Share Registrar or send an email to ftc.ecom@computershare.com.hk 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.

Should you have any queries relating to this letter, please contact the H Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully, First Tractor Company Limited*

*For identification purpose only

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 H 股股東:

以電子方式發布公司通訊之安排

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布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,第一拖拉機股份有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「公司通訊」)之安排,該公司通訊是指公司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)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 <u>www.irasia.com/listco/hk/firsttractor/</u>和披露易網站 <u>www.hkexnews.hk/</u>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^(解註),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公司的 H 股股份過戶登記處(「**H 股股份過戶處**」)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。公司未來將通過電子郵件向 H 股股東個別地發送可供採取行動的公司通訊^(解註)。

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

若 閣下希望收取公司通訊之印刷本,請填妥回條並交回股份過戶處,或發送電子郵件至 ftc.ecom@computershare.com.hk,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 閣下對本函件有任何疑問,請於辦公時間星期一至五(香港公眾假期除外)上午 9 時正至下午 6 時正(香港時間)其間致電 H 股股份過戶處(852)2862 8688 查詢。

第一拖拉機股份有限公司

二零二四年二月七日

*僅供識別

FTCH

Personalized QR Code 專屬二維碼



REPLY FORM 回條

To: Hong Kong Registrars Limited (The "H Share Registrar")

17M Floor, Hopewell Centre

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

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中**只選擇其中一項**)

香港證券登記有限公司 (「H股股份過戶處」)

香港灣仔皇后大道東 183 號

合和中心 17M 樓

Option 1: Provide email address for receipt of future Actionable Corporate

 $\textbf{Communications}^{(\textit{Note 3})} \ \textbf{of the Company via electronic dissemination by scanning}$

personalized QR code

掃瞄專屬二維碼提供電子郵件地址,以接收公司通過電子方式 選項1:

發佈的可供採取行動的未來公司通訊(Mit 3)

Returning this Reply Form is **NOT required** if Option 1 is chosen.

如選擇了選項1,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 <u>選項 2:</u> 本人/吾等現以書面提供本人/吾等的電子郵件地址,以確保收到以下上市公司(「公司」)通過電子方式發佈的可供採取行動的未來公司通訊 (問註3)			
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱: First Tractor Company Limited 第一拖拉機股份有限公司		
Email address 電郵地址: (Notes 3 / 附註 3)			
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	nat this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5)		

Signature(s): (Notes 1)	Contact number:	Date:	
簽名: ^{<i>(附註 1)</i>}	聯絡電話號碼:	日期:	

- otes 射註:
 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.
 請清楚填妥 圖下之所有資料。如圖夢名般東。則本回條須田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任其他方面填露不足確,則本回條須由所有聯名股東聯合簽署。方為有效。
 If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications*. 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.
 如公司沒有收到 圖下的有效電子影件地址。圖下務無法收到有關發佈公司通訊。可供來取了動於公司通訊指任何涉及要求發行人的證券持有人的權利的公司通訊。
 If you provided will be received and in reply from and/or other means, only the latest one manil address provided will be registered.
 如圖下播題,整備又成其他方式提供多於一個的電子郵件地址,只有圖下最後提供的電子郵件地址將會被用於登記。

 "以下版本版本》,Designation for the provided will be received."
- If you mark "V" in the box in Option 3, no email address will be received.
 如 閣下在選項 3 方格內劃上 「V」號,將不會有電子郵件地址被登記,只有公司通訊。的印刷版會被收取。
- 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Forn 為免存疑·在本回條上的任何額外指示·公司將不予處理。
- 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 the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明,公司通訊升格公司已發出或將不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

- "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").
 本登明中所指的「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」的涵義相同。
 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 volumy 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.
 圖下於本回像所提供的個人資料無所後(包括但不限於)有關公司以電子方式發布公司通訊及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料。本公司可能無法處理 閣下在本回像上所述的指示及/或要求。

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。