

# FIRST PACIFIC COMPANY LIMITED 第一太平有限公司

(Incorporated with limited liability under the laws of Bermuda)  
(根據百慕達法例註冊成立之有限公司)

Website 網址: [www.firstpacific.com](http://www.firstpacific.com)

(Stock Code 股份代號: 00142)

## NOTIFICATION LETTER 通知信函

28 April 2023

Dear Shareholder(s),

First Pacific Company Limited (the "Company")

### 1. Notice of Publication of 2022 Annual Report, Circular dated 28 April 2023, Notice of Annual General Meeting ("AGM") and Form of Proxy (the "Current Corporate Communications") and 2022 Environmental, Social and Governance Report ("ESG Report")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at [www.firstpacific.com](http://www.firstpacific.com) and the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk). If you have chosen to receive the Corporate Communications<sup>#</sup> in printed form, the arranged printed form of the Current Corporate Communications are enclosed.

If you wish to receive printed version of the Current Corporate Communications, or if you wish to change your choice of language(s) and/or means of receipt of the Company's future Corporate Communications, please complete and sign the Change Request Form on the overleaf of this letter and return to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong by post or by hand. If you post your reply in Hong Kong, you may use the mailing label provided at the bottom of the Change Request Form and you do not need to affix a stamp on the envelope when returning. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the completed and signed Change Request Form to [firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company's website at [www.firstpacific.com](http://www.firstpacific.com) or the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have chosen (or are deemed to have consented) to read the Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly send the Current Corporate Communications to you in printed form upon your request and free of charge.

You may at any time by giving at least 7 days' prior written notice to the Company c/o the Hong Kong Branch Share Registrar (at the address stated above) or by email to [firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk) to change your choice of language(s) and/or means of receipt of future Corporate Communications, notwithstanding any previous instructions given to the Company.

The ESG Report is published in electronic form only on the Company's website at [www.firstpacific.com](http://www.firstpacific.com) and the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the ESG Report by clicking "ESG Reports" under the "Sustainability" section of the Company's website. If, however, you wish to receive a printed copy of the ESG Report, you may submit your request to the Hong Kong Branch Share Registrar by post or by email to [firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk).

### 2. AGM

The Company's AGM will be held at Pheasant to Stork Room, 1st Floor, Mandarin Oriental Hong Kong, 5 Connaught Road Central, Hong Kong on Friday, 16 June 2023 at 3:00 p.m. Shareholders who wish to appoint proxy(ies) to attend and vote in their stead at the AGM, please complete, sign and deposit the Form of Proxy at the Hong Kong Branch Share Registrar (at the address stated above) following the instructions as provided in the Form of Proxy. The Form of Proxy can be downloaded from the Company's website at [www.firstpacific.com](http://www.firstpacific.com) or the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

**Please note that there will be no serving of food or drinks to the attendees of the AGM.**

Should you have any query in relation to this letter, please call the telephone hotline of the Hong Kong Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,  
For and on behalf of  
**First Pacific Company Limited**  
Chiu Wing Man, Fiona  
General Counsel and Company Secretary

<sup>#</sup> 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' reports, the annual accounts together with the auditor's reports and, where applicable, summary financial reports; (b) the interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

各位股東：

第一太平有限公司（「本公司」）

### 1. 2022年年報、日期為2023年4月28日的通函、股東週年大會（「股東週年大會」）通告及代表委任表格（「本次公司通訊」）以及2022年環境、社會及管治報告（「環境、社會及管治報告」）之發佈通知

本公司的本次公司通訊之中，英文版本已上載於本公司網站[www.firstpacific.com](http://www.firstpacific.com)及香港交易所披露易網站[www.hkexnews.hk](http://www.hkexnews.hk)，歡迎查閱。如閣下已選擇收取公司通訊<sup>#</sup>之印刷本，本次公司通訊已隨本函附上。

如閣下欲僅收取本次公司通訊之印刷本，或欲選擇有別於閣下所選擇的公司通訊語言版本及/或收取方式，以更改收取本公司日後公司通訊之語言版本及/或收取方式之選擇，請閣下填妥及簽署本函背面的變更申請表，並寄回或親身交回香港中央證券登記有限公司（「股份過戶登記處香港分處」），地址為香港灣仔皇后大道東183號合和中心17M樓轉交本公司。倘若閣下在香港投寄，可使用變更申請表底部所提供的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可把已填妥及簽署之變更申請表的掃描副本電郵至[firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk)。變更申請表亦可於本公司網站（[www.firstpacific.com](http://www.firstpacific.com)）或香港交易所披露易網站（[www.hkexnews.hk](http://www.hkexnews.hk)）下載。

如閣下已選擇（或被視為已同意）以電子方式收取公司通訊，惟因任何理由以致收取或接收本次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。

閣下可隨時透過股份過戶登記處香港分處（地址同上）向本公司發出不少於7天時間的事先書面通知或透過電郵至[firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk)通知本公司，更改日後收取本公司通訊之語言版本及/或收取方式的選擇，儘管閣下早前曾向本公司作出任何其他指示。

環境、社會及管治報告僅以電子形式上載於本公司網站（[www.firstpacific.com](http://www.firstpacific.com)）及和香港交易所披露易網站（[www.hkexnews.hk](http://www.hkexnews.hk)）。閣下如欲查閱環境、社會及管治報告，可於本公司網站「可持續發展」項下點擊「環境、社會及管治報告」，亦可瀏覽香港交易所披露易網站。然而，若閣下欲索取環境、社會及管治報告之印刷本，閣下可以書面方式向股份過戶登記處香港分處或電郵至[firstpacific.ecom@computershare.com.hk](mailto:firstpacific.ecom@computershare.com.hk)提出有關要求。

### 2. 股東週年大會

本公司之股東週年大會將於2023年6月16日（星期五）下午3時正假座香港中環干諾道中5號香港文華東方酒店1樓雙龍廳至松鶴廳舉行。欲委任代表其出席本公司之股東週年大會並於會上投票之股東，請根據載於代表委任表格之指示填寫、簽署並將代表委任表格送達股份過戶登記處香港分處（地址同上）。代表委任表格可於本公司網站（[www.firstpacific.com](http://www.firstpacific.com)）或香港交易所披露易網站（[www.hkexnews.hk](http://www.hkexnews.hk)）下載。

**本公司將不會向股東週年大會出席者提供食物或飲料。**

如閣下對本函有任何疑問，請致電股份過戶登記處香港分處電話熱線(852) 2862 8688查詢，辦公時間為星期一至星期五（香港公眾假期除外）上午9時正至下午6時正。

代表  
第一太平有限公司  
總法律顧問兼公司秘書  
趙詠雯  
謹啟

2023年4月28日

<sup>#</sup> 公司通訊指本公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告以及（如適用）財務摘要報告；(b)中期報告及（如適用）中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。



Name(s) and address of Shareholder(s):  
股東之姓名及地址：

## Change Request Form 變更申請表

To: First Pacific Company Limited (the "Company")  
(Stock Code : 00142)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong

致：第一太平有限公司(「本公司」)  
(股份代號：00142)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東183號  
合和中心17M樓

I/We have already received a printed copy of the Current Corporate Communications in English/Chinese or have chosen (or am/are deemed to have consented) to read the Current Corporate Communications posted on the Company's website:  
本人/我們已收取本次公司通訊之英文/中文印刷本或已選擇(或被視為已同意)查閱 貴公司網站所登載之本次公司通訊：

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

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

- I/We would like to receive a printed copy in English.  
本人/我們現欲收取一份英文印刷本。
- I/We would like to receive a printed copy in Chinese.  
本人/我們現欲收取一份中文印刷本。
- I/We would like to receive both printed English and Chinese copies.  
本人/我們現欲收取英文和中文各一份印刷本。

Part B I/We would like to change the choice of language(s) and/or means of receipt of future Corporate Communications<sup>#</sup> of the Company as indicated below:  
乙部 本人/我們現欲更改以下列方式收取 貴公司日後公司通訊<sup>#</sup>之語言版本及/或收取方式：

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

- to read the Website Version of all future Corporate Communications published on the Company's website at [www.firstpacific.com](http://www.firstpacific.com) in place of receiving printed copies with a notification sent to me/us by email to \_\_\_\_\_ or by post to my/our registered address of the publication of \_\_\_\_\_  
(only one email address is required)

each Corporate Communications on the Company's website; OR  
瀏覽在本公司網站([www.firstpacific.com](http://www.firstpacific.com)) 登載的所有日後公司通訊網上版本, 以代替收取印刷本, 並將有關公司通訊已登載於本公司網站的通知發送至本人/我們的電郵地址  
或郵寄至本人/我們的登記地址; 或

- to receive printed English version of all future Corporate Communications ONLY; OR  
僅收取所有日後公司通訊之英文印刷本; 或
- to receive printed Chinese version of all future Corporate Communications ONLY; OR  
僅收取所有日後公司通訊之中文印刷本; 或
- to receive both printed English and Chinese versions of all future Corporate Communications.  
同時收取所有日後公司通訊之英文及中文印刷本。

Contact telephone number  
聯絡電話號碼

Signature(s)  
簽名

### Notes 附註：

- Please complete all the items clearly. Please specify your name and address clearly in **ENGLISH BLOCK LETTERS** on the top left hand corner in this Change Request Form if you downloaded this form from the web.  
請 閣下清楚填寫所有項目。倘若 閣下從網上下載本變更申請表, 請於本表左上方用英文正楷清楚註明 閣下的姓名及地址。
  - 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 to be valid.  
如屬聯名股東, 則本變更申請表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。
  - By electing to read the Website Version of future Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly agreed to waive the right to receive the Corporate Communications in printed form.  
在選擇瀏覽在本公司網站登載之日後公司通訊網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
  - This Change Request Form will be treated as void if more than one box or no boxes are marked with "X" in either Part A or Part B, or if the information is incorrectly completed, or if there is no signature.  
如本變更申請表甲部或乙部內有超過一個空格或無任何一個空格被加上「X」號, 或所填寫之資料不正確, 或未有簽署, 則本變更申請表將告作廢。
  - For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
為免存疑, 任何在本變更申請表上的額外手寫指示, 本公司將不予處理。
  - Please note that both printed English and Chinese versions of all the Company's Corporate Communications which we have sent to our shareholders in the past 12 months are available from the Company on request. They are also available on the Company's website ([www.firstpacific.com](http://www.firstpacific.com)) for 5 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、英文版印刷本, 可供索取。該等公司通訊亦由首次登載日期起計, 持續 5 年載於本公司網站([www.firstpacific.com](http://www.firstpacific.com))。
- <sup>#</sup> Corporate Communications refer to any document(s) 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' reports, the annual accounts together with the auditor's reports and, where applicable, summary financial reports; (b) the interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.  
公司通訊指本公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件, 其中包括但不限於: (a) 董事會報告、年度賬目連同核數師報告以及(如適用)財務摘要報告; (b) 中期報告及(如適用)中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及(f) 代表委任表格。

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

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. "Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"), which may include but is not limited to your telephone number and e-mail address. Your Personal Data will be retained for such period as may be necessary for our record and verification 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 by either of the following means:

閣下是自願提供個人資料, 以便按 閣下選擇的方式收取公司通訊。「個人資料」一詞在本聲明內的涵義與香港法例第 486 章《個人資料(私隱)條例》(「**私隱條例**」)中「個人資料」的涵義相同, 可包括(但不限於) 閣下的電話號碼及電郵地址。閣下的個人資料將在本公司為記錄及核實目的所需的期間內予以保留。  
閣下有權根據《私隱條例》的條文要求查閱及/或改正 閣下的個人資料。任何有關查閱及/或改正 閣下個人資料的要求, 應按以下其中一種方式以書面提出:

By mail to: Personal Data Privacy Officer  
Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

郵寄至: 香港灣仔皇后大道東 183 號合和中心 17M 樓  
香港中央證券登記有限公司  
個人資料私隱主任

By email to: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

電郵至: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

FPCH-28042023-110

### 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 Change Request Form to us.  
No postage is necessary if posted in Hong Kong.

當 閣下寄回本變更申請表時, 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。

### Get in touch with us 與我們聯絡

Send us an enquiry 查詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯絡我們  
[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)