



# Alpha Professional Holdings Limited

## 阿爾法企業控股有限公司\*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立的有限公司)

(Stock Code 股份代號: 948)

### NOTIFICATION LETTER 通知信函

30 July 2020

Dear Non-registered Shareholder(s) <sup>(Note 1)</sup>,

#### Notification of Publication of 2020 Annual Report, Circular dated 30 July 2020 together with Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communications")

We, Alpha Professional Holdings Limited (the "Company"), hereby notify you that the annual general meeting of the Company will be held at Novotel Century Hong Kong, Plaza 3 Lower Lobby, 238 Jaffe Road, Wanchai, Hong Kong on Tuesday, 8 September 2020 at 3:00 p.m. The Current Corporate Communications are available in printed English and Chinese versions. They are also available in electronic version on the Company's website at [www.hk-alpha.com](http://www.hk-alpha.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you wish to receive a printed copy of the Current Corporate Communications, please complete and sign the request form printed overleaf (the "Request Form") and return it to the Company c/o the share registrar of the Company, Tricor Investor Services Limited (the "Share Registrar"), at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong by hand, or by post using the mailing label (for pre-paid postage in Hong Kong) at the bottom of the Request Form. You may also send an email for the purpose to [alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com).

Please note that by completing and returning the Request Form to request for the printed version(s) of the Current Corporate Communications, you will expressly indicate that your instruction to receive printed version(s) will apply to all future Corporate Communications<sup>(Note 2)</sup> to be sent to you until you notify the Share Registrar to the contrary or you cease to hold any shares of the Company.

Should you have any queries in relation to this letter, please contact the Share Registrar's Customer Service Hotline at (852) 2980 1333 between 9:00 a.m. and 5:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Alpha Professional Holdings Limited**  
**Chan Chun Hong**  
Company Secretary

- Notes:
1. This letter is addressed to Non-registered Shareholder(s) whose shares in the Company are held in the Central Clearing and Settlement System and who has(have) notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications from the Company.
  2. Corporate Communications include annual/interim reports, notices, circulars, forms of proxy, or other publications of the Company (including any "Corporate Communication" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited).

各非登記股東 <sup>(附註1)</sup>:

#### 2020年報、日期為二零二零年七月三十日之通函連同股東週年大會通告及代表委任表格(「本次公司通訊」)之刊發通知

謹此通知，Alpha Professional Holdings Limited 阿爾法企業控股有限公司\* (「本公司」)之股東週年大會將於二零二零年九月八日(星期二)下午三時正假座香港灣仔謝斐道238號香港諾富特酒店低座3號宴會廳舉行。本次公司通訊備有英文及中文印刷版本，亦同時備有登載於本公司的網站[www.hk-alpha.com](http://www.hk-alpha.com)及香港聯合交易所有限公司的網站[www.hkexnews.hk](http://www.hkexnews.hk)的電子版本。

若閣下擬收取本次公司通訊之印刷本，請填妥及簽署本函背頁之申請表格(「申請表格」)；經人手送遞或以郵寄方式(使用申請表格底部隨附之郵寄標籤(已預付在香港投寄之郵費))送回本公司(經本公司之股份過戶登記處卓佳證券登記有限公司(「股份過戶登記處」)，其地址為香港皇后大道東183號合和中心54樓)。閣下亦可將有關的要求以電郵發送至[alpha-ecom@hk.tricorglobal.com](mailto:alpha-ecom@hk.tricorglobal.com)。

請注意，當閣下填寫及交回申請表格以索取本次公司通訊之印刷本後，即表示確認閣下收取印刷本之指示將適用於日後所有公司通訊<sup>(附註2)</sup>，直至閣下通知股份過戶登記處另作安排或停止持有本公司的股份為止。

倘閣下對本函有任何疑問，請於星期一至星期五(香港公眾假期除外)上午九時至下午五時，致電股份過戶登記處客戶服務熱線(852) 2980 1333查詢。

代表  
**Alpha Professional Holdings Limited**  
**阿爾法企業控股有限公司\***  
公司秘書  
**陳振康**  
謹啟

二零二零年七月三十日

- 附註:
1. 本函乃向非登記股東發出，非登記股東所持之本公司股份存放於中央結算及交收系統，並透過香港中央結算有限公司不時向本公司發出通知，表示欲收取本公司的公司通訊。
  2. 公司通訊包括本公司的周年/中期報告、通告、通函、代表委任表格或其他刊物(包括《香港聯合交易所有限公司證券上市規則》內所指的「公司通訊」)。

\* 僅供識別

**Non-registered Shareholder's Information (English Name and Address)**  
非登記股東資料 (英文姓名及地址)

## REQUEST FORM 申請表格

**To: Alpha Professional Holdings Limited**  
**(Stock Code: 948)**  
c/o Tricor Investor Services Limited  
Level 54, Hopewell Centre  
183 Queen's Road East, Hong Kong

**致: Alpha Professional Holdings Limited 阿爾法企業控股有限公司\***  
**(股份代號: 948)**  
經卓佳證券登記有限公司  
香港皇后大道東183號  
合和中心54樓

I/We would like to receive the Current Corporate Communications and all future Corporate Communications in the manner as indicated below:

本人/吾等希望以下列方式收取本次公司通訊及日後所有公司通訊:

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

- to receive the printed English version only; OR  
僅收取英文印刷本; 或
- to receive the printed Chinese version only; OR  
僅收取中文印刷本; 或
- to receive both printed English and Chinese versions.  
同時收取英文及中文印刷本。

Signature

簽署

Contact Telephone Number

聯絡電話號碼

Date

日期

Notes 附註:

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- The letter printed overleaf is addressed to Non-registered Shareholder(s) whose shares in the Company are held in the Central Clearing and Settlement System and who has(have) notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications from the Company. 背頁之函件乃向非登記股東發出, 非登記股東所持之本公司股份存放於中央結算及交收系統, 並透過香港中央結算有限公司不時向本公司發出通知, 表示欲收取本公司的公司通訊。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify in writing to the Company c/o the Share Registrar to the contrary or unless you have at any time ceased to have shares in the Company. 上述指示將適用於日後寄發予本公司股東之所有公司通訊, 直至 閣下以書面方式通知本公司 (經股份過戶登記處) 另作安排或任何時候停止持有本公司的股份。
- Any Request Form with more than one box marked "✓", with no box marked "✓", with no signature or otherwise incorrectly completed will be void.  
如在申請表格作出超過一項選擇, 或未有作出選擇, 或未有簽署, 或填寫不正確, 則本申請表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑, 任何在本申請表格上額外書寫指示, 本公司將不予處理。
- Corporate Communications include annual/interim reports, notices, circulars, forms of proxy, or other publications of the Company (including any "Corporate Communication" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited). 公司通訊包括本公司的周年/中期報告、通告、通函、代表委任表格或其他刊物 (包括《香港聯合交易所有限公司證券上市規則》內所指的「公司通訊」)。

### 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, Cap 486 ("PDPO"), which may include your name, address and contact telephone number.  
本聲明中所指的「個人資料」相等於《個人資料 (私隱) 條例》(第四百八十六章) (《私隱條例》) 的「個人資料」, 當中可能包括 閣下的姓名、地址及聯絡電話號碼。
- Your supply of the Personal Data to the Company and/or the Share Registrar is on a voluntary basis. Failure to provide sufficient information may result in the Company not being able to process your instructions and/or requests as stated in this Request Form.  
閣下是自願向本公司及/或股份過戶登記處提供上述個人資料。倘若 閣下未能提供足夠資料, 本公司可能無法處理 閣下在本申請表格上所述的指示及或申請。
- Your Personal Data collected in this Request Form 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, and retained for such period as may be necessary for our record and verification purposes.  
本公司可就任何所說明的用途, 將 閣下的個人資料披露或轉移予本公司的附屬公司、股份過戶登記處、及或其他公司或團體, 並將於適當期間保存該等個人資料作記錄及查證用途。
- You have the right to request access to and/or correction of the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing and sent by post to the Share Registrar, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.  
閣下有權根據《私隱條例》, 查閱及/或更正有關的個人資料。任何有關查閱及/或更正個人資料的要求均須以書面方式提出並郵寄至股份過戶登記處卓佳證券登記有限公司, 地址為香港皇后大道東183號合和中心54樓。

\* 僅供識別

Please cut and stick the mailing label on the envelope  
when returning this Request Form to us.

**No postage stamp is required for local mailing**

當寄回此申請表格時, 請將郵寄標籤剪貼於信封上。  
如在本港投寄, 毋須貼上郵票。

### MAILING LABEL 郵寄標籤

**Tricor Investor Services Limited**  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼: 37  
Hong Kong 香港