

# REF Holdings Limited

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

(Stock Code 股份代號: 1631)

## NOTIFICATION LETTER 通知信函

Dear Shareholder(s),

26 March 2024

The following document(s) of REF Holdings Limited (“Company”) has/have been prepared in English and Chinese and is/are available on the websites of the Company at [www.ref.com.hk](http://www.ref.com.hk) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (collectively “Websites”):-

- Annual Report 2023
- Circular in relation to proposals for general mandates to issue shares and repurchase shares, re-election of retiring directors and notice of Annual General Meeting dated 26 March 2024
- Proxy Form for the Annual General Meeting to be held on 17 April 2024
- Notice of Annual General Meeting
- Environmental, Social and Governance Report 2023  
(If you have previously requested to receive Corporate Communication(s)<sup>(Note)</sup> in printed form, the printed copy (or copies) is/are enclosed (excluding the Environmental, Social and Governance Report 2023).)

If you have not provided us with a valid email address but now would like to receive an email notification of the publication of the Corporate Communication(s) on the Websites instead of receiving printed notification letter in future, please complete the enclosed Reply Form overleaf, and fill in the necessary information and then sign and return it by email to [1631-corpcomm@unionregistrars.com.hk](mailto:1631-corpcomm@unionregistrars.com.hk) or by post or by hand to the Company c/o the Company’s Hong Kong share registrar, Union Registrars Limited (“Hong Kong Share Registrar”) at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King’s Road, North Point, Hong Kong. If you post the Reply Form within Hong Kong, you may use the mailing label at the bottom of the Reply Form and need not affix a stamp. Otherwise, please affix an appropriate stamp.

You may at any time send your request in writing to the Company (c/o its Hong Kong Share Registrar at the above address or by email to the above email address) to request for printed copies of the Corporate Communications. If you have received notification of the publication of the Corporate Communications on the Websites and for any reason have difficulty in gaining access to the Corporate Communications on the Websites, the Company will upon request send the Corporate Communications to you in printed form free of charge. For the details of arrangement regarding request for printed copy of the Corporate Communications, please visit the Company’s website.

Should you have any queries in relation to this letter, please call the Company’s Hong Kong Share Registrar at (852) 2849 3399 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,  
For and on behalf of  
**REF Holdings Limited**  
**Lau Man Tak**  
Chairman

Note: Corporate Communications include, but not limited to (a) directors’ report, annual accounts together with auditors’ report and, where applicable, summary financial report; (b) interim report and, where applicable, summary interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.

各位股東：

REF Holdings Limited (「本公司」) 之下述文件已編制中、英文版本及於本公司之網站 [www.ref.com.hk](http://www.ref.com.hk) 及香港聯合交易所有限公司之網站 [www.hkexnews.hk](http://www.hkexnews.hk) (統稱「該等網站」) 刊載:-

- 2023 年年報
- 建議授出一般授權以發行股份及購回股份、重選退任董事及日期為 2024 年 3 月 26 日的股東週年大會通告之通函
- 謹訂於 2024 年 4 月 17 日舉行的股東週年大會適用的代表委任表格
- 股東週年大會通告
- 2023 年環境、社會及管治報告  
(若閣下曾要求以印刷本方式收取公司通訊<sup>(附註)</sup>，上述文件之印刷本已隨本函附上(2023 年環境、社會及管治報告除外)。)

如閣下並未提供有效電郵地址並現在希望收取有關公司通訊於該等網站發布的電郵通知，以代替日後收取書面通知信函印刷本，請閣下填妥本函背面的回條，並在回條上填寫所需資料及簽名，然後把回條電郵至 [1631-corpcomm@unionregistrars.com.hk](mailto:1631-corpcomm@unionregistrars.com.hk) 或寄回或親身交回本公司之香港股份過戶登記處聯合證券登記有限公司(「香港股份過戶登記處」)，地址為香港北角英皇道 338 號華懋交易廣場 2 期 33 樓 3301-04 室。倘若閣下在香港投寄回條，可使用回條下方的郵寄標籤而毋須貼上郵票；否則，請貼上適當的郵票。

閣下可以隨時以書面通知本公司(經本公司之香港股份過戶登記處上述地址或以電郵方式發送至上述電郵地址)要求收取公司通訊之印刷本。倘若閣下已收到有關在該等網站上發布公司通訊的通知，但因任何原因而難以在該等網站上查閱公司通訊，本公司將於收到閣下要求後免費寄上所要求公司通訊之印刷本。有關索取公司通訊之印刷本安排之詳情，請瀏覽本公司網站。

閣下若對本信函有任何疑問，請在辦公時間(星期一至星期五上午 9 時正至下午 5 時正，香港公眾假期除外)內致電本公司香港股份過戶登記處(852) 2849 3399 查詢。

代表  
**REF Holdings Limited**  
主席  
**劉文德**

2024年3月26日

附註：「公司通訊」包括，但不限於(a)董事會報告書、年度財務報表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)委任代表表格。

