



## Tak Lee Machinery Holdings Limited

德利機械控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code 股份代號：2102)

15 March 2024

Dear Non-registered Shareholder,

### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules (the “Listing Rules”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) effective from 31 December 2023, Tak Lee Machinery Holdings Limited (the “Company”) has adopted new arrangement to disseminate corporate communications (“Corporate Communications”) electronically. Please note that both English and Chinese versions of all future Corporate Communications will be available on the website of the Company at [www.tlmc-hk.com](http://www.tlmc-hk.com) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk) (the “Website Version”). No printed copies of Corporate Communications will be mailed out to you except by request.

**A notice of publication of the Website Version of a Corporate Communication, in both English and Chinese, will be sent by the Company to you by email or by post, only if your email address or postal address (as the case may be) are being provided to the Company via HKSCC Nominees Limited by your banks, brokers, custodians, or nominee(s) through which your shares are held (collectively, the “Intermediaries”). In support of electronic communication by email, non-registered shareholders are recommended to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to you.**

We encourage you to access Corporate Communications of the Company in electronic form on the Company’s website or the Stock Exchange’s website. If you wish to receive printed copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company’s branch share registrar in Hong Kong (the “Hong Kong Branch Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [2102-ecom@hk.tricorglobal.com](mailto:2102-ecom@hk.tricorglobal.com). Please note that the request for printed copies will be valid until expiry on 31 July 2025 unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a non-registered shareholder prefers to continue receiving printed copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Hong Kong Branch Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday (excluding Hong Kong public holidays) or send an email to [2102-ecom@hk.tricorglobal.com](mailto:2102-ecom@hk.tricorglobal.com).

Yours faithfully,  
Tak Lee Machinery Holdings Limited

*Note: Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.*

各位非登記股東：

### 以電子方式發佈公司通訊之安排

根據於2023年12月31日生效的經修訂香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」），德利機械控股有限公司（「本公司」）採納透過電子方式向其非登記股東發佈日後公司通訊（「公司通訊」）的新安排。請注意，所有日後公司通訊的英文及中文版本將在本公司網站[www.tlmc-hk.com](http://www.tlmc-hk.com)和聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)（「網站版本」）上提供。除非閣下提出要求，本公司不會向閣下郵寄公司通訊的印刷本。

本公司將透過電子郵件方式或郵寄方式（僅於代閣下持有股份的銀行、經紀、託管人或代理人（統稱「中介機構」）透過香港中央結算（代理人）有限公司向本公司提供閣下的電郵地址或郵寄地址的情況下）向閣下發出發佈公司通訊網站版本的登載通知（包括英文及中文版本）。為了可透過電郵進行電子通訊，建議非登記股東向其中介機構提供其有效的電郵地址。如本公司沒有收到閣下的中介機構透過香港中央結算（代理人）有限公司提供閣下的有效的電郵地址或郵寄地址，本公司將不會向閣下發送登載通知。

我們鼓勵閣下於本公司網站或聯交所網站以電子形式瀏覽本公司的公司通訊。若閣下希望收取日後公司通訊之印刷本，請填妥本函背頁之申請表格並交回本公司的香港股份過戶登記分處（「香港股份過戶登記分處」）卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至[2102-ecom@hk.tricorglobal.com](mailto:2102-ecom@hk.tricorglobal.com)。請注意，非登記股東的印刷本要求將直至2025年7月31日到期前有效，除非被撤銷或取代（以較早者為準）。若非登記股東希望繼續收到日後公司通訊的印刷本，則需要再作書面要求。

如閣下對本函內容有任何疑問，請致電香港股份過戶登記分處電話熱線(852) 2980 1333，辦公時間為星期一至五（香港公眾假期除外）上午9時正至下午6時正，或電郵至[2102-ecom@hk.tricorglobal.com](mailto:2102-ecom@hk.tricorglobal.com)。

德利機械控股有限公司  
謹啓

2024年3月15日

附註：公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾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，公司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)季度報告（如有）；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。

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: **Tak Lee Machinery Holdings Limited (Stock Code: 2102) (the "Company")** 致: **德利機械控股有限公司 (股份代號: 2102) (「本公司」)**  
c/o Tricor Investor Services Limited 經卓佳證券登記有限公司  
17/F, Far East Finance Centre 香港夏慤道16號  
16 Harcourt Road, Hong Kong 遠東金融中心17樓

### REMINDER 提示

As a Non-Registered Shareholder<sup>1</sup>, if you wish to receive Corporate Communications<sup>2</sup> pursuant to the amended Listing Rules, you should liaise with your bank(s), broker(s), custodian(s) or nominee(s) through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.  
作為非登記股東<sup>1</sup>, 如有意根據經修訂《上市規則》收取公司通訊<sup>2</sup>, 閣下應聯絡代 閣下持有股份的銀行、經紀、託管人或代理人(統稱「中介機構」), 並向 閣下的中介機構提供 閣下的電子郵件地址。

I/We would like to receive future Corporate Communications of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取本公司之日後公司通訊:

(Please mark (X) in ONLY ONE of the following boxes):

(請僅在下列其中一個空格內劃上「X」號):

<input type="checkbox"/>	To receive <b>printed English version ONLY</b> of future Corporate Communications <sup>5</sup> ; or 僅收取日後公司通訊的英文印刷本; 或
<input type="checkbox"/>	To receive <b>printed Chinese version ONLY</b> of future Corporate Communications <sup>5</sup> ; or 僅收取日後公司通訊的中文印刷本; 或
<input type="checkbox"/>	To receive <b>printed English and Chinese versions</b> of future Corporate Communications. 同時收取日後公司通訊的英文和中文印刷本。

Signature:

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

聯絡電話:

(English 英文)

(Please use ENGLISH BLOCK LETTERS 請以英文正楷填寫)

Postal Address:

郵寄地址:

Notes 附註:

- Non-Registered Shareholder(s) refers to a person or company whose shares in the Company are held in the Central Clearing and Settlement System.  
非登記股東指將所持有之本公司股份存放於中央結算及交收系統的人士或公司。
- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.  
公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾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, 公司年度帳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) 季度報告 (如有); (d) 會議通告; (e) 上市文件; (f) 通函; (g) 代表委任表格。
- Please complete all the items. If no box, or more than one box, is marked "X", or any signature or other information is incorrectly completed, the Company reserves its right to treat this Request Form for Non-Registered Shareholder(s) as void.  
請閣下填寫所有資料。倘未有在任一個空格或在超過一個空格劃上「X」號, 或任何簽名及其他內容填寫錯誤, 本公司保留權利將本非登記股東申請表格視為無效。
- For the avoidance of doubt, we do not accept any other special instructions written on this Request Form for Non-Registered Shareholder(s).  
為免存疑, 本公司概不接受於本非登記股東申請表格上書寫之任何其他特別指示。
- If both English and Chinese versions of a Corporate Communication are combined into one document, a printed version of the Corporate Communication in both English and Chinese will be sent to the Non-Registered Shareholders requesting for any of the printed versions.  
若公司通訊的英文版本及中文版本合併為一份文件, 則一份載有公司通訊的英文版本及中文版本的印刷版本將寄給要求索取任何一版本公司通訊印刷本的非登記股東。
- This request for printed copy of Corporate Communications will be valid until expiry on 31 July 2025 unless being revoked or superseded (whichever is earlier). Further request in writing will be required if you prefer to continue receiving printed copies of future Corporate Communications.  
此印刷本要求將直到2025年7月31日到期有效, 除非被撤銷或取代 (以較早者為準)。如果閣下希望繼續收到日後公司通訊的印刷本, 則需要再作書面要求。
- Should you have any queries in relation to this Request Form for Non-Registered Shareholder(s), please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, (excluding Hong Kong public holidays).  
倘閣下對本非登記股東申請表格有任何疑問, 請致電香港股份過戶登記分處諮詢熱線(852) 2980 1333 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。

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

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address. Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or to correct 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 by either of the following means:

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義, 包括但不限於, 閣下的名稱, 聯絡電話號碼, 電子郵箱地址和郵寄地址。閣下是自願向本公司提供閣下個人資料, 以便以閣下所選之方式接收公司通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer

Tricor Investor Services Limited  
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

By email to: is-enquiries@hk.tricorglobal.com

郵寄至: 個人資料私隱主任

卓佳證券登記有限公司  
香港夏慤道16號遠東金融中心17樓

電郵至: is-enquiries@hk.tricorglobal.com

Please cut the mailing label and stick it on an envelope  
to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時, 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。

### 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: 10 GPO  
Hong Kong 香港