



SYNERGIS HOLDINGS LIMITED

昇捷控股有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 02340)

NOTIFICATION LETTER 通知信函

14 April 2020

Dear Shareholders,

**Synergis Holdings Limited (the "Company")**

**– Notice of Publication of 2019 Annual Report, Circular dated 14 April 2020, Notice of Annual General Meeting and Proxy Form (the "Current Corporate Communications")**

The Annual General Meeting of the Company will be held at 8th Floor, KT336, 334 – 336 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong on Friday, 22 May 2020 at 10:30 a.m.

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at [www.synergis.com.hk](http://www.synergis.com.hk) and the website of Hong Kong Exchanges and Clearing Limited (the "HKEX") at [www.hkexnews.hk](http://www.hkexnews.hk) ("Website Version").

You may choose to receive free of charge the Corporate Communications<sup>(Note)</sup> at any time either in printed copies in both Chinese and English versions, or in Chinese version only, or in English version only, or read the Website Version, notwithstanding any wish to the contrary you have previously conveyed to the Company. If you wish to receive printed versions of the Current Corporate Communications, please complete the change request form (the "Change Request Form") on the reverse side and return it by post or by hand to the branch share registrar and transfer office of the Company (the "Branch Share Registrar") in Hong Kong, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning it. Otherwise, please affix an appropriate stamp. The Change Request Form may also be downloaded from the Company's website at [www.synergis.com.hk](http://www.synergis.com.hk) or the website of the HKEX at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to change your elected means of receipt and / or choice of language of the Corporate Communications in the future, you should give reasonable prior notice (of not less than 7 days) in writing by post to the Company c/o the Branch Share Registrar or by sending an e-mail to [investor@synergis.com.hk](mailto:investor@synergis.com.hk). If for any reason you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company or the Branch Share Registrar will, upon your request in writing or by e-mail, promptly send the Corporate Communications to you in printed form free of charge.

Should you have any queries relating to this letter, please contact the service hotline (852) 3471 2340 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

By order of the Board  
Synergis Holdings Limited  
Kingston Chu Chun Ho  
Chairman

*Note: Corporate Communications include but are not limited to the Company's (a) the directors' report, its annual accounts together with a copy of the auditor's 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.*

各位股東：

**昇捷控股有限公司（「本公司」）**

**– 2019 年年報、日期為 2020 年 4 月 14 日的通函、股東周年大會通告及代表委任表格（「本次公司通訊」）的刊發通知**

本公司之股東周年大會將於 2020 年 5 月 22 日（星期五）上午 10 時 30 分假座香港九龍觀塘觀塘道 334–336 號 KT336 八樓舉行。

本公司的本次公司通訊的中、英文版本已上載於本公司網站 [www.synergis.com.hk](http://www.synergis.com.hk) 及香港交易及結算所有限公司（「香港交易所」）網站 [www.hkexnews.hk](http://www.hkexnews.hk)（「網上版本」）。

儘管閣下早前曾向本公司作出公司通訊<sup>(附註)</sup>收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為收取中文及英文印刷本、僅收取中文印刷本、僅收取英文印刷本或以網上方式收取，費用全免。如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的變更申請表格（「變更申請表格」），然後寄回或送回本公司於香港的股份過戶登記分處香港中央證券登記有限公司（「股份過戶登記分處」），地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。倘若閣下在香港投寄，可使用變更申請表格內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。變更申請表格亦可於本公司網站 [www.synergis.com.hk](http://www.synergis.com.hk) 或香港交易所網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

如閣下欲更改已選擇之公司通訊之收取方式及 / 或語言版本，請於合理時間內預先（為不少於 7 日）透過郵寄經股份過戶登記分處或電郵至 [investor@synergis.com.hk](mailto:investor@synergis.com.hk) 給予本公司書面通知。如因任何理由以致閣下在收取或接收公司通訊網上版本時出現困難，閣下可以書面或電郵方式提出要求，本公司或股份過戶登記分處將盡快向閣下免費寄發公司通訊的印刷本。

如閣下對本函件有任何疑問，請於辦公時間內（星期一至星期五上午 9 時正至下午 6 時正，香港公眾假期除外）致電 (852) 3471 2340 查詢。

承董事會命  
昇捷控股有限公司  
主席  
朱俊浩

2020 年 4 月 14 日

附註：公司通訊包括但不限於公司的：(a) 董事會報告、年度賬目連同核數師報告及財務摘要報告（如適用）；(b) 中期報告及中期摘要報告（如適用）；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。

SYNH-14042020-1(0)



Shareholder Name and Address:  
股東之姓名及地址:

## Change Request Form 變更申請表格

To: Synergis Holdings Limited (the "Company")  
(Stock Code: 2340)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wan Chai, Hong Kong

致: 昇捷控股有限公司 (「本公司」)  
(股份代號: 2340)  
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 would like to receive all future Corporate Communications\* of the Company in the manner as indicated below:

本人/我們希望日後以下列方式收取所有 貴公司的公司通訊\*:

(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)

☐

to read all future Corporate Communications published on the website of the Company at [www.synergis.com.hk](http://www.synergis.com.hk) (the "Website Version") instead of receiving printed copies, and to receive a written notification by post for the publication of the relevant Corporate Communications on the website of the Company; OR

閱覽所有日後在 貴公司網站 ([www.synergis.com.hk](http://www.synergis.com.hk)) 登載的公司通訊 (「網上版本」), 以代替收取印刷本, 並以郵寄方式收取有關已在 貴公司網站登載的公司通訊之書面通知; 或

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to receive the printed English version of all future Corporate Communications ONLY; OR

僅收取所有日後公司通訊的英文印刷本; 或

☐

to receive the printed Chinese version of all future Corporate Communications ONLY; OR

僅收取所有日後公司通訊的中文印刷本; 或

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to receive both the printed English and Chinese versions of all future Corporate Communications.

同時收取所有日後公司通訊的英文及中文印刷本。

Name(s) of shareholder(s)<sup>#</sup>  
股東姓名<sup>#</sup>

Date  
日期

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Shareholder(s) registered address  
股東的登記地址

Contact telephone number  
聯絡電話號碼

Signature(s)  
簽名

<sup>#</sup> You are required to fill in the details if you download this Change Request Form from the Company's website.

假如 閣下從本公司網站下載本變更申請表格, 請必須填上有關資料。

Notes 附註:

- Please complete all your details clearly.  
請 閣下清楚填寫所有資料。
  - 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 on this Change Request Form in order to be valid.  
如屬聯名股東, 則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份之其姓名位列首位的股東簽署, 方為有效。
  - Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本變更申請表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本變更申請表格將會作廢。
  - Shareholders are entitled to change the choice of means of receipt and / or language of the Corporate Communications at any time by giving reasonable prior notice (of not less than 7 days) in writing by post to the Company c/o the Branch Share Registrar or by sending an e-mail to [investor@synergis.com.hk](mailto:investor@synergis.com.hk).  
股東有權隨時於合理時間內預先 (為不少於7日) 透過郵寄經股份過戶登記分處或電郵至 [investor@synergis.com.hk](mailto:investor@synergis.com.hk) 給予本公司書面通知, 要求更改收取公司通訊之方式及 / 或語言版本。
  - For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form. Any other instructions inserted on this form will be void.  
為免存疑, 任何在本更改回條上的額外手寫指示, 本公司將不予處理。任何在此表格上提供的額外指示將視作無效。
- \* Corporate Communications include but are not limited to the Company's (a) the directors' report, its annual accounts together with a copy of the auditor's 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.
- 公司通訊包括但不限於公司的: (a) 董事會報告、年度賬目連同核數師報告及財務摘要報告 (如適用); (b) 中期報告及中期摘要報告 (如適用); (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 contact telephone number and registered address is on a voluntary basis for the purpose of verifying and recording your choice of language and means of receipt of Corporate Communications of the Company and the delivery of those Corporate Communications. We may transfer or disclose your contact telephone number and registered address to the Principal Share Registrar and transfer agent in Bermuda and/or other companies or bodies for the purpose stated above, or when it is required to do so by law and 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 correction of your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance. 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 閣下的聯絡電話號碼及登記地址以用於核實及記錄 閣下收取本公司公司通訊的語言版本和收取方式的選擇, 以及傳送公司通訊。我們可就上述用途將 閣下的聯絡電話號碼及登記地址轉移或披露給在百慕達的主要股份過戶登記處及/或其他公司或團體, 或按法例規定作出轉移或披露, 並將在適當期間內保留該等個人資料作核實及記錄用途。閣下有權根據《個人資料(私隱)條例》的條文查閱及/或修改 閣下的個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出:

By mail to 郵寄至:

Personal Data Privacy Officer 個人資料私隱主任

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司

17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong 香港灣仔皇后大道東 183 號合和中心 17M 樓

By email to 電郵至:

[hkinfo@computershare.com.hk](mailto:hkinfo@computershare.com.hk)

### 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。

### Get in touch with us 與我們聯繫

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



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)

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