



ISP HOLDINGS LIMITED  
昇柏控股有限公司  
(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)

29 April 2024

Dear Shareholders,

ISP Holdings Limited (the "Company")

**Notice of Publication of 2023 Annual Report, Circular dated 29 April 2024 containing Notice of Annual General Meeting and Proxy Form (collectively the "Current Corporate Communications"); 2023 Environmental, Social and Governance Report (the "2023 ESG Report"); and Arrangement of Electronic Dissemination of Corporate Communications**

The Annual General Meeting of the Company will be held at 3/F, Hay Nien Building, No. 1 Tai Yip Street, Kwun Tong, Kowloon, Hong Kong on Friday, 31 May 2024 at 10:30 a.m.

The Current Corporate Communications of the Company are available on the website of the Company at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) and the website of The Stock Exchange of Hong Kong Limited ("HKEX") at [www.hkexnews.hk](http://www.hkexnews.hk). If you have selected to receive the Company's Corporate Communications ("Corporate Communications")<sup>(Note 1)</sup> in printed form, enclosed is (or are) the Current Corporate Communication(s) in your selected language. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the website of the Company for any reason, the Company will promptly upon request send the printed form of the Current Corporate Communications to you free of charge. Please write to the Company's Hong Kong branch share registrar and transfer office, Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk). You may at any time to change your choice of language and means of receipt of all future Corporate Communications by giving reasonable notice in writing or sending email to the Hong Kong Share Registrar by post at the above address or by email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk).

The 2023 ESG Report of the Company is published in the electronic form only and is available on the website of the Company at [www.isp-hk.com.hk](http://www.isp-hk.com.hk) and the website of the HKEX at [www.hkexnews.hk](http://www.hkexnews.hk). If you wish to receive a printed copy of the 2023 ESG Report, you may submit your request to Hong Kong Share Registrar by post at the above address or by email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk).

**Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company or the website of the HKEX, in place of printed copies.

If you wish to receive the printed form of future Corporate Communications or if you would like to change your choice of languages or means of receipt of the Company's Corporate Communications, please complete the enclosed reply form (the "Reply Form") and sign and return it to the Hong Kong Share Registrar, by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp); or sending an email to [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) specifying your name and address for the request. The Reply Form may also be downloaded from the website of the Company or the website of the HKEX. Please note that such request shall be valid only for one year starting from the receipt date of your instruction and will expire thereafter. **Even if you have previously received a letter from the Company seeking your election regarding the means of receipt and language of the Corporate Communications and have made an election, you are hereby requested to make an election again. Please note that your previous election will be disregarded.**

**Solicitation of your Electronic Contact Details**

To ensure timely receipt of the latest Corporate Communications, the Company recommends you to provide your email address by scanning your personalized QR code printed on the enclosed Reply Form. Alternatively, you may sign and return the Reply Form to the Hong Kong Share Registrar.

**If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Hong Kong Share Registrar, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the website of the Company and the website of the HKEX to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications<sup>(Note 2)</sup> in printed form in the future.**

Should you have any queries relating to this letter, please contact the service hotline (852) 2635 8290 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  
ISP Holdings Limited  
Kingston Chu Chun Ho  
Chairman

Note 1: 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' report, 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) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

Note 2: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位股東：

昇柏控股有限公司（「本公司」）

2023 年年報、日期為 2024 年 4 月 29 日的通函載有股東周年大會通告及代表委任表格（統稱「本次公司通訊」）；2023 年環境、社會及管治報告（「2023 年環境、社會及管治報告」）之發佈通知；以及以電子方式發佈公司通訊之安排。

本公司之股東周年大會將於 2024 年 5 月 31 日（星期五）上午 10 時 30 分假座香港九龍觀塘大業街 1 號禧年大廈三樓舉行。

本公司的本次公司通訊備有中、英文版本，並已上載於本公司網站 [www.isp-hk.com.hk](http://www.isp-hk.com.hk) 及香港聯合交易所有限公司（「香港交易所」）披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)，歡迎瀏覽。若閣下已選擇收取本公司的公司通訊（「公司通訊」）<sup>(註 1)</sup> 之印刷本，則隨本函附奉閣下所選擇之本次公司通訊印刷本。閣下若因任何理由以致在收取或接收載於本公司網站上的本次公司通訊出現困難，本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊的印刷本。閣下可以書面方式通知香港股份過戶登記處（「香港股份過戶登記處」），香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，或電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) 提出有關要求。閣下亦可以隨時以合理書面方式或電郵通知香港股份過戶登記處以更改日後所有公司通訊的語言版本及收取方式。

本公司之 2023 年環境、社會及管治報告僅以電子方式載於本公司網站 [www.isp-hk.com.hk](http://www.isp-hk.com.hk) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)，歡迎瀏覽。若閣下欲索取本公司 2023 年環境、社會及管治報告的印刷本，閣下可向香港股份過戶登記處（郵寄至上述地址或電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk)）提出有關要求。

**以電子方式發佈公司通訊之安排**

根據香港聯合交易所有限公司證券上市規則第 2.07A 條，本公司謹此通知閣下，本公司已採用以電子方式發佈公司通訊之安排。請注意，所有日後公司通訊的英文版和中文版將上載於本公司網站和香港交易所披露易網站，以代替印刷本。

如閣下欲收取本公司日後公司通訊之印刷本，或更改有別於閣下此前所選擇的語言版本或收取方式，請填妥並簽署在本函背面的回條（「回條」），並使用隨附之郵寄標籤寄回香港股份過戶登記處（如在香港投寄，閣下無需支付郵費或貼上郵票；否則，請貼上適當的郵票）；或發送電郵至 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk)，並註明閣下的姓名和地址提出要求。回條亦可於本公司網站或香港交易所披露易網站內下載。請注意，收取公司通訊印刷本之指示由收悉閣下指示當日起計一年內有效，此後將失效。即使閣下以往曾經收到本公司就收取公司通訊的方式及語言版本提供選擇的函件並已作出選擇，仍請閣下再次作出選擇。請注意閣下以往所作出的選擇將失效。

**徵集閣下之電子聯絡資料**

為確保及時收到最新的公司通訊，本公司建議閣下透過掃描隨附回條上列印的專屬二維碼提供閣下的電子郵件地址，或閣下亦可簽署回條並交回本公司的香港股份過戶登記處。

如果本公司沒有收到閣下的有效電子郵件地址，直至香港股份過戶登記處收到閣下有效的電郵地址前，閣下或將(i)無法收取任何有關發佈公司通訊的通知；(ii)需要主動瀏覽本公司網站及香港交易所披露易網站以留意公司通訊的發佈；及(iii)本公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(註 2)</sup>。

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) 2635 8290 查詢。

承董事會命  
昇柏控股有限公司  
主席  
朱俊浩

2024 年 4 月 29 日

附註 1：公司通訊乃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的副本以及（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。

附註 2：可供採取行動的公司通訊指任何涉及及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (the "Share Registrar") 致: 香港中央證券登記有限公司 (「股份過戶處」)
17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號
183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

(Please choose ONLY ONE of the options below)
(請從以下選項中只選擇其中一項)

Option 1: Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized QR code
Option 1: 掃描閣下專屬二維碼提供閣下之電子郵件地址，以接收公司通過電子方式發佈的日後公司通訊\*
Personalized QR Code 專屬二維碼
You are NOT required to return this Reply Form if you choose Option 1.
如選擇了選項1，閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications\* of the following listed company (the "Company") via electronic dissemination
Option 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址，以確保收到以下上市公司(「本公司」)通過電子方式發佈的日後公司通訊\*
Name of Securities holder(s) 證券持有人姓名: \_\_\_\_\_ Name of the listed company 上市公司名稱:
ISP Holdings Limited
昇柏控股有限公司
Email address 電郵地址: (Notes 3 / 附註 3)

Option 3: I/we hereby request for receipt of future Corporate Communications\* in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5) (Please mark "✓" in any ONE of the below box if applicable)
Option 3: 本人/吾等現要求收取日後公司通訊印刷版，並已知悉本指示由收取指示日期起計一年內有效。(附註5) (如適用，請在以下其中一個方格內劃上「✓」號)
 English Version 英文版本  Chinese Version 中文版本  English and Chinese Version 英文及中文版本

Signature(s): (Note 1) Contact number: Date:
簽名: (附註1) 聯絡電話號碼: 日期:

Notes 附註:
1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.
2. Any Reply Form with no signature or otherwise incorrectly completed will be void.
3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications\*.
4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.
5. If you mark "✓" in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received.
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.
\* Unless otherwise specified, 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 the annual report, interim report, notice of meeting, circular and proxy form.

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明
(i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
(ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company.
(iii) Your Personal Data 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, 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.
(iv) 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 mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@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
Freeport 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 form to us.
No postage is necessary if posted in Hong Kong.
當閣下寄回此回條時，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。