



Win Hanverky Holdings Limited
永嘉集團控股有限公司
(incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock code: 3322)

(股份代號：3322)

NOTIFICATION LETTER 通知信函

26 April 2024

Dear Registered Shareholders,

Win Hanverky Holdings Limited (the “Company”)

Notice of Publication of (i) Annual Report 2023; (ii) Circular; (iii) Notice of Annual General Meeting; and (iv) Proxy Form (the “Current Corporate Communication”)

The Company’s Current Corporate Communication (in both English and Chinese) is available on the websites of the Company at www.winhanverky.com and The Stock Exchange of Hong Kong Limited at www.hkexnews.hk. If you have elected to receive Corporate Communications in printed form, the printed form of the Current Corporate Communication is also enclosed.

If you have chosen or are deemed to have consented to receive the Current Corporate Communication by electronic means through the Company’s website but would like to receive a printed form of the Current Corporate Communication, please complete Part A of the change request form (the “Change Request Form”) enclosed with this letter. If you would like to change your choice of means of receipt and/or language of all future Corporate Communications, please complete Part B of the Change Request Form enclosed with this letter. The Change Request Form should be duly completed, signed and returned by post or by hand delivery to the share registrar of the Company (“Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to is-ecom@hk.tricorglobal.com. If you post your Change Request Form in Hong Kong, you may use the freepost mailing label and need not affix a stamp when returning.

You may at any time change the choice of means of receipt and/or language of all future Corporate Communications by giving reasonable prior notice (of not less than 7 days) in writing to the Share Registrar or by email to is-ecom@hk.tricorglobal.com.

In support of electronic communication by email, the Company recommends you to provide the Company with your email address by reasonable prior notice (of not less than 7 days) in writing to the Share Registrar or by email to is-ecom@hk.tricorglobal.com. It is the responsibility of the shareholders to provide email address that is functional. If the Company does not possess the email address of a shareholder or the email address provided is not functional, the Company will send to you by post, a notification letter for the availability of the Corporate Communications on the Company’s website, until you have provided a functional email address. The Company will be considered to have complied with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited if it sends the notification letter for the availability of the Corporate Communications to the email address provided by a shareholder without receiving any “non-delivery” message.

The Environmental, Social and Governance Report 2023 (the “ESG Report 2023”), published in electronic form only, is also available on the websites of the Company and The Stock Exchange of Hong Kong Limited. If you would like to receive a printed form of the ESG Report 2023, you may submit your request in writing to the Share Registrar or by email to is-ecom@hk.tricorglobal.com.

Should you have any queries in relation to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

By order of the Board
Win Hanverky Holdings Limited
Li Kwok Tung Roy
Chairman

Note: “Corporate Communications” refers to any documents 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, 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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位登記股東：

永嘉集團控股有限公司（「本公司」）

(i) 二零二三年年報；(ii) 通函；(iii) 股東週年大會通告及(iv) 代表委任表格（「本次公司通訊」）的發佈通知

本公司本次公司通訊的英文及中文版本已在本公司網站www.winhanverky.com及香港聯合交易所有限公司網站www.hkexnews.hk登載。倘閣下已選擇收取公司通訊的印刷本，本次公司通訊的印刷本則隨本函附上。

倘閣下已選擇或被視為同意透過本公司網站以電子方式收取本次公司通訊，但希望收取本次公司通訊的印刷本，請閣下填妥本函所附更改要求表格（「更改要求表格」）的甲部。倘閣下希望更改日後所有公司通訊的收取方式及／或語言版本的選擇，則請閣下填妥本函所附更改要求表格的乙部。更改要求表格應妥為填寫、簽署，並寄回至或親身送交本公司的股份過戶登記處（「股份過戶登記處」）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），或電郵至 is-ecom@hk.tricorglobal.com。倘閣下於香港投寄更改要求表格，則可使用免郵費郵寄標籤，無需貼上郵票。

閣下可隨時透過書面發出合理預先通知（為不少於7日）至股份過戶登記處或電郵至 is-ecom@hk.tricorglobal.com，更改日後所有公司通訊的收取方式及／或語言版本的選擇。

為了支援通過電郵進行電子通訊，本公司建議閣下透過書面發出合理預先通知（為不少於7日）至股份過戶登記處或電郵至 is-ecom@hk.tricorglobal.com 向本公司提供閣下的電郵地址。股東有責任提供有效的電郵地址。倘本公司沒有收到股東的電郵地址或所提供的電郵地址無效，本公司將以郵寄方式向閣下發送在本公司網站已登載的公司通訊的通知信函，直至閣下提供有效的電郵地址。倘本公司向股東所提供的電郵地址發送公司通訊的通知信函而未收到任何「未送達」信息，則本公司將被視為已遵守香港聯合交易所有限公司證券上市規則。

僅以電子形式發佈的2023年環境、社會及管治報告（「2023年環境、社會及管治報告」）亦已在本公司及香港聯合交易所有限公司網站登載。倘閣下希望收取2023年環境、社會及管治報告的印刷本，閣下可透過書面向股份過戶登記處或電郵至 is-ecom@hk.tricorglobal.com 提出有關要求。

閣下如對本函有任何疑問，請於辦公時間（星期一至五上午九時正至下午六時正，香港公眾假期除外）致電(852) 2980 1333聯絡股份過戶登記處。

承董事會命
永嘉集團控股有限公司
主席
李國棟

二零二四年四月二十六日

附註：「公司通訊」指由本公司發出或將予發出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，包括但不限於(a)董事會報告、其年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及其中期摘要報告（如適用）；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

Change Request Form 更改要求表格

To: **Win Hanverky Holdings Limited (the "Company")**
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 3322)
c/o Tricor Investor Services Limited ("Share Registrar")
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致: 永嘉集團控股有限公司(「本公司」或「貴公司」)
(於開曼群島註冊成立的有限公司)
(股份代號: 3322)
經卓佳證券登記有限公司(「股份過戶登記處」)
香港夏愨道16號
遠東金融中心17樓

I/We have received a printed form of the Current Corporate Communication or have chosen or are deemed to have consented to receive the Current Corporate Communication by electronic means through the Company's website:

本人/吾等已收取本次公司通訊的印刷本或已選擇或被視為同意透過本公司網站以電子方式收取本次公司通訊:

Part A — I/We would like to receive the Current Corporate Communication in printed form in the manner indicated below:

甲部 — 本人/吾等希望以下列方式收取本次公司通訊的印刷本:

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

- the printed English version of the Current Corporate Communication only; or 僅本次公司通訊的英文印刷本; 或
- the printed Chinese version of the Current Corporate Communication only; or 僅本次公司通訊的中文印刷本; 或
- both the printed English and Chinese versions of the Current Corporate Communication. 本次公司通訊的英文及中文印刷本。

Part B — I/We would like to change the choice of means of receipt and/or language of all future Corporate Communications in the manner indicated below:

乙部 — 本人/吾等希望以下列方式更改日後所有公司通訊的收取方式及/或語言版本的選擇:

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

- to read all future Corporate Communications published on the Company's website at www.winhanverky.com instead of receiving printed copies by post and to receive a notification letter either by post or by email of the publication of the relevant Corporate Communications on the Company's website; or

Email Address: _____ (Please use ENGLISH BLOCK LETTERS)

(The Company will send to the email address provided above (if any) an email notification letter only for the availability of the Corporate Communications on the Company's website in the future. If no email address is provided, only a notification letter for the publication of the Corporate Communications on the Company's website will be sent. The email address provided is used for email notification of the release of the Corporate Communications only.)

瀏覽日後所有在本公司網站 www.winhanverky.com 登載的公司通訊以代替以郵寄收取印刷本, 並以郵寄或電郵收取已在本公司網站登載有關公司通訊的通知信函; 或

電郵地址: _____ (請以英文正楷填寫)
(本公司日後僅將已在本公司網站登載的公司通訊的電郵通知信函發送至上文提供的電郵地址(如有)。如未有提供電郵地址, 則僅會寄發已在本公司網站登載的公司通訊的通知信函。所提供的有關電郵地址僅用於收取公司通訊已予發佈的電郵通知。)

- to receive by post the printed English version of all future Corporate Communications only; or 僅以郵寄收取日後所有公司通訊的英文印刷本; 或
- to receive by post the printed Chinese version of all future Corporate Communications only; or 僅以郵寄收取日後所有公司通訊的中文印刷本; 或
- to receive by post both the printed English and Chinese versions of all future Corporate Communications.
以郵寄同時收取日後所有公司通訊的英文及中文印刷本。

Name of Registered Shareholder:

登記股東姓名/名稱: _____
(Please use ENGLISH BLOCK LETTERS 請以英文正楷填寫)

Contact telephone number:

聯絡電話號碼: _____

Address:

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

Signature:

簽名: _____

Date:

日期: _____

Notes 附註:

- Please complete all your details clearly. Any Change Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.
請 閣下清楚填寫所有資料。本公司將酌情權決定任何未有清楚填寫或填寫不正確的更改要求表格無效。
- 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.
如屬聯名股份持有人, 則本更改要求表格應由該名於本公司股東名冊上就聯名持有股份其姓名排名首位的股東簽署, 方為有效。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form.
為免存疑, 任何在本更改要求表格上的特別手寫指示, 本公司將不予處理。

PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and address.

本聲明中的「個人資料」具有《個人資料(私隱)條例》(香港法例第486章)(「《私隱條例》」)所界定「個人資料」的涵義, 當中可能包括但不限於 閣下的姓名/名稱、聯絡電話號碼、電郵地址及地址。

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.

閣下是自願提供個人資料, 以便按 閣下選擇的方式收取公司通訊。本公司將在有需要的期間, 保留 閣下的個人資料作核實及記錄用途。

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 made in writing to the Privacy Compliance Officer of Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

閣下有權根據《私隱條例》中的條文查閱及/或修改 閣下的個人資料。任何相關查閱及/或修改個人資料的要求應以書面方式向卓佳證券登記有限公司(地址為香港夏愨道16號遠東金融中心17樓)的私隱條例事務主任提出。

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

No postage stamp is required for local mailing in Hong Kong
當 閣下寄回此更改要求表格時, 請將此郵寄標籤剪貼於信封上。
如在本港投寄, 則 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