

首程控股有限公司 SHOUCHENG HOLDINGS LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司) (Stock Code: 697) (股份代號: 697)

13 September 2024

Dear New Registered Shareholder(s).

Election of Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Shoucheng Holdings Limited (the "Company"), the Company is writing to seek your election regarding the means of receipt of Corporate Communications(1) of the Company to be dispatched in the future.

You may choose one of the options set out below

- to read all future Corporate Communications published on the Company's website at www.shouchengholdings.com (the "Website Version") instead of receiving printed copies, and (i) to receive a notification letter or an email notification (please provide your valid email address) of the publication of the Corporate Communications on the Company's website and (ii) to receive by email all future Actionable Corporate Communications⁽²⁾ of the Company in electronic form (collectively, the "Electronic Option"); or
- (ii) to receive the printed copies of all future Corporate Communications in both English and Chinese.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company encourages you to elect the Electronic Option. Even if you have chosen the Electronic Option, you reserve the right at any time by giving reasonable prior notice in writing to the share registrar of the Company ("Share Registrar") to change your choice.

Please tick the appropriate box on the enclosed reply form ("Reply Form") and sign and return it by post or by hand to the Company c/o the Share Registrar, Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, on or before 14 October 2024. If you post your Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp on the envelope when returning your Reply Form. Otherwise, please affix an appropriate stamp.

If the Company does not receive a duly completed and signed Reply Form from you or does not receive a response indicating an objection from you in writing on or before 14 October 2024, and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 697-ecom@hk.tricorglobal.com, you will be deemed to have agreed to receive the Website Version of all future Corporate Communications, and a notification of the publication of the Corporate Communications on the Company's website and the Actionable Corporate Communications will be sent to you by post or email (if consent and valid email address have previously been provided) in the future.

You have the right at any time by reasonable prior notice in writing to the Company c/o the Company's Share Registrar at the above address or by sending an email to 697-ecom@hk.tricorglobal.com to change your choice of means of receipt of the Corporate Communications. If you have elected (or are deemed to have agreed) to receive the Website Version of all future Corporate Communications, but for any reason, you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company or the Share Registrar will upon request send the printed form of the Corporate Communications to you free of charge.

Please note that English and Chinese versions of all future Corporate Communications will be available (a) in printed form from the Company or the Share Registrar on request and (b) on the websites of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk and the Company at www.shouchengholdings.com.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays) or send an email to 697-ecom@hk.tricorglobal.com.

Yours faithfully, For and on behalf of Shoucheng Holdings Limited Zhao Tianyang Chairman

Notes

- (1) "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of the securities holders of the Company, including but not limited to: (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 of meeting; (d) a listing document; (e) a reticular, and (f) a proxy form.
- (2) "Actionable Corporate Communications" refer to any Corporate Communications from the Company that seeks instructions from the securities holders of the Company on how they wish to exercise their rights or make an election as the securities holders of the Company. For the avoidance of doubt, notices of general meetings and proxy forms are not regarded as Actionable Corporate Communications.

致新登記股東:

選擇公司通訊的收取方式

根據香港聯合交易所有限公司證券上市規則及首程控股有限公司(「**本公司**」)之組織章程細則,本公司現特致函 閣下,就本公司日後寄發公司通訊(n)的收取方式提供有關選擇。 閣下可選擇下列選項之一:

- (i) 瀏覽日後所有在本公司網站www.shouchengholdings.com登載的公司通訊(「網上版本」),以代替收取印刷本,並(i)收取本公司就其於網站登載公司通訊的通知函或電郵通知(請提供 閣下有效的電郵地址)及(ii)透過電郵收取本公司日後所有可供採取行動的公司通訊(2電子版(統稱為「電子選項」);或
- (ii) 收取目後所有公司通訊的英文及中文印刷本。

為支持環保及節省印刷與郵寄成本,本公司鼓勵 閣下選擇電子選項。即使已選擇電子選項, 閣下仍有權隨時向本公司的股份過戶登記處(「**股份登記處**」)發出合理時間之事先書 面通知,以更改 閣下的選擇。

請 閣下於隨附的回條(「**回條**」)上的適當方框內劃上「✓」號,並經簽署後,於2024年10月14日或之前以郵寄或親自送達的方式透過股份登記處卓佳登捷時有限公司(地址為香港夏 趨道16號遠東金融中心17樓)交回本公司。倘若在香港投寄回條, 閣下可使用回條內的郵寄標籤寄回,而毋須在信封上貼上郵票;否則,請貼上適當郵票。

倘若本公司於2024年10月14日或之前尚未收到。關下已填妥並簽署的回條或尚未收到。關下表示反對收取公司通訊網上版本的書面回覆,及直至。關下透過股份登記處(地址為香港夏慤道16號遠東金融中心17樓)向本公司發出合理時間之事先書面通知或以電郵方式發送至697-ecom@hk.tricorglobal.com前,則。關下將被視為已同意收取日後所有公司通訊 的網上版本,並在日後發送於本公司網站登載公司通訊的通知函及可供採取行動的公司通訊會郵寄或電郵(如 關下先前已給予同意並提供有效的電郵地址)予。關下。

閣下可隨時透過本公司股份登記處的上述地址向本公司發出合理時間的事先書面通知或發送電郵至697-ecom@hk.tricorglobal.com,以更改 閣下選擇公司通訊的收取方式。倘若 閣下已選擇(或被視為已同意)收取日後所有公司通訊的網上版本,惟因任何原因以致收取或接收公司通訊的網上版本出現困難,本公司或股份登記處將於收到 閣下要求後發送公司通訊的印刷本,費用全免。

請注意:就日後所有公司通訊的英文版本及中文版本而言, 閣下可以(a)提出要求向本公司或股份登記處索取印刷本,及(b)在香港交易及結算所有限公司網站www.hkexnews.hk及本公司網站www.shouchengholdings.com查閱。

閣下如有任何與本函有關的疑問,請在辦公時間內致電股份登記處(852) 2980 1333,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5時正,或發送電郵至697-ecom@hk.tricorglobal.com。

代表 **首程控股有限公司 趙天暘** *主席* 謹啟

2024年9月13日

附註:

- [] 「公司通訊」指由本公司已發出或將予發出以供本公司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。
- (2) 「可供採取行動的公司通訊」指本公司任何涉及要求本公司證券持有人指示其擬如何行使其有關本公司證券持有人的權利或作出選擇的公司通訊。為免出現疑問,股東大會通告及代表委任 表格不被視為可供採取行動的公司通訊。

Reply Form 回條

首程控股有限公司(「本公司」) To: Shoucheng Holdings Limited (the "Company") c/o Tricor Tengis Limited 17/F, Far East Finance Centre 由卓佳登捷時有限公司轉交 香港夏慤道16號

16 Harcourt Road, Hong Kong

遠東金融中心17樓 I/We would like to receive all future Corporate Communications* of the Company in the manner as indicated below: 本人/我們希望以下列方式收取日後 貴公司之所有公司通訊*:

Please	mark a	" / "	in ONLY	ONE of	the following	boxes)
/ ⇒主 / 보 →	누 그 거네 -	# ++ -	一/田 七 垣	み 却 し し 「	(出品)	

Please mark a "\" in ONLY ONE of (請 僅 在下列其中 一個 方框內劃上「。		
a notification letter or an erreceive by email all future 透過本公司網站以電子方	te Communications by electronic means through the Company's website (the "Website Versemail notification (please provide your valid email address) of the publication of the Corpora Actionable Corporate Communications* of the Company in electronic form; OR 方式瀏覽日後所有公司通訊「網上版本」),以代替收取印刷本,並访收取本公司就其.)透過電郵收取本公司日後所有可供採取行動的公司通訊*電子版;或	ate Communications on the Company's website and (ii) to
Email Address 電郵地址		
on the Company's website is not functional (where the website and (ii) the Actiona (請用 正楷 填寫。本公司E 如 閣下未有提供電郵地	PTAL. The Company will send to the email address provided above (if any) only (i) notificate in the future and (ii) all future Actionable Corporate Communications in electronic form. If e system-generate "non-delivery message" is received), (i) a notification letter of the publicable Corporate Communications will be sent to you by post at your address as appears in th 日後僅將(i)公司通訊已在本公司網站後數的通知函及(ii)日後所有可供採取行動的公地批政所提供的電郵地批無效 (即收到系統生成的「發送失敗訊息」),則會按 關下在2種函函及(ii)可供採取行動的公司通訊。)	no email address is provided or the email address provided ation of the Corporate Communications on the Company's e Company's register of members.) 司通訊電子版本發送至如上提供之電郵地址(如有)。
to receive the printed copie 收取日後所有公司通訊的	es of all future Corporate Communications in both English and Chinese. 内英文及中文印刷本。	
Shareholder's full name: 投東全名:	Signatu 簽名:	re:
Address: 地址:	(in block letters 以正楷填寫)	
Contact telephone number: 聯絡電話號碼:	Date: 日期:	

Notes 附註:

- Please complete all your details clearly. Any Reply Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company. 請 閣下清楚填妥所有資料。本公司將有酌精權決定任何未有清楚填妥或填寫不正確之回條無效。 By electing to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form. 於選擇收取公司通訊之網上版本以代替收取印刷本後, 關下已明示同意放棄收取公司通訊印刷本的權利。

- III 图 "中/这種與上原本傳東日度所有公司理訊。 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 Reply Form in order to be valid. 如屬聯名股東,則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署,方為有效。 The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company c/o the share registrar of the Company (the "Share Registrar"), Tricor Tengis Limited, by reasonable prior notice in writing to 17/F. Far East Finance Centre, 16 Harcourt Road, Hong Kong or by sending an email to 697-ecom@hk.tricorglobal.com. 上城有示簿和民势来及数45 图下之日使所有公司通訊,直至 图下透通本公司股份通户登记度(股份登记载)卓往登捷時有限公司發出合理時間之書面通知至香港夏整道16號速東金融中心17樓或電郵至697-ecom@hk.tricorglobal.com.以應知本公司股份通知本公司更次有關者不過止。

- 郵至607-ecom@hk.tricorglobal.com以通知本公司更改有關指示為止。
 You are entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registra to change your choice of means of receipt of future Corporate Communications. 間下有權節時透過股份登起嚴分出實施。
 For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.

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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

Tel Soular Data in an advanced make the same treatment in the manner chosen. Your 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.

Tool supply of the common and a soft a voluntary tosts for the purpose of receiving Corporate Communications in the manner trisonal Data with the feature of sach period as may be necessary to our vertification and record purposes.

图下是自赖提供個人資料、以便按 图下逻辑之方式收取公司通訊。本公司第存在有需要之期間,保存 图下之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 Personal Data should be in writing by either of the following means:

图下有權利權化歷報例》中的條款,查閱及/或修改 图下之個人資料。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:

郵寄至:

By email to:

Data Privacy Officer
Tricor Tengis Limited
1/17F, Far East Finance Centre, 16 Harcourt Road, Hong Kong is-enquiries@hk.tricorglobal.com 個人資料私隱主任 卓佳登捷時有限公司 香港夏慤道16號遠東金融中心17樓 is-enquiries@hk.tricorglobal.com 雷郁至:

> (Please cut along the dotted line 請沿虛線剪下) Mailing Label 郵寄標籤

Please cut the mailing label and stick it on an envelope to

return this Reply Form to us. No postage stamp is required for local mailing.

閣下寄回此回條,請將此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。

Tricor Tengis Limited

卓佳登捷時有限公司 Freepost No. 簡便回郵號碼:10 GPO Hong Kong 香港

Shoucheng (697)