



# CHOW SANG SANG HOLDINGS INTERNATIONAL LIMITED

周生生集團國際有限公司\*

(Incorporated in Bermuda with limited liability)

Stock Code: 116

Dear Registered Shareholders,

## Arrangements on Dissemination of Corporate Communications

### INTRODUCTION

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and the bye-laws of Chow Sang Sang Holdings International Limited (the “Company”), the Company has adopted arrangements to disseminate future corporate communications of the Company (the “Corporate Communications”<sup>1</sup>) to the Shareholders<sup>2</sup> electronically and only send the Corporate Communications in printed form to the Shareholders upon request.

### ARRANGEMENTS

#### 1. Actionable Corporate Communications<sup>3</sup>

The Company will send the Actionable Corporate Communications to the Shareholders individually in electronic form (by email). If the Company does not possess an email address of a Shareholder or the email address provided is not functional<sup>4</sup>, the Company will send the Actionable Corporate Communications in printed form together with the reply form as attached with this letter (the “Reply Form”) for soliciting the Shareholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

#### 2. Corporate Communications

The Company will make the Corporate Communications available on its website ([www.chowsangsang.com](http://www.chowsangsang.com)) and the Stock Exchange’s website ([www.hkexnews.hk](http://www.hkexnews.hk)).

A notice of publication of the Website Version<sup>5</sup> will be sent by the Company to the Shareholders by email or by post (only if the Company does not possess the functional email address of a Shareholder) after the publication of the Corporate Communications.

#### 3. Provision of Shareholder’s Email Address to the Company

In support of electronic communication by email, the Company recommends the Shareholders to provide the Company with their email address by completing and returning the Reply Form to the Company’s branch share registrar in Hong Kong, Tricor Investor Services Limited (the “Branch Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to [116-ecom@vistra.com](mailto:116-ecom@vistra.com). Upon receipt, the Branch Share Registrar will take at least 7 days to process.

If the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will act according to the above arrangements. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery message”.

\*  
*For identification purpose only*

4. Request for Printed Copy of Corporate Communications and Actionable Corporate Communications

For those Shareholders who wish to receive a printed copy of all future Corporate Communications and Actionable Corporate Communications or, if for any reason, have difficulty in gaining access to the Company's website, the Company will, upon receipt of the completed Reply Form from the Shareholders to the Branch Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 116-ecom@vistra.com, send the future Corporate Communications and/or Actionable Corporate Communications (as the case may be) to such Shareholders in printed form free of charge.

Please note that the preference of a Shareholder in receiving Corporate Communications and Actionable Corporate Communications in printed form will be valid unless being revoked or superseded or until expired on the last day of each calendar year (whichever is earlier). Further request in writing, by completing and returning the Reply Form, will be required if a Shareholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.

Should you have any queries in relation to this letter, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays) or send an email to 116-ecom@vistra.com.

Yours faithfully,  
By order of the Board  
**Chow Sang Sang Holdings International Limited**  
**Quentin WONG Kwun Shuen**  
*Company Secretary*

*Notes:*

1. *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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*
2. *Holder(s) of the share(s) of the Company.*
3. *Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as the Shareholders.*
4. *The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".*
5. *The version of Corporate Communications being published, in both English and Chinese, on the websites of the Company and the Stock Exchange.*

Registered Shareholder's information (English name and Address):

## REPLY FORM

To: **Chow Sang Sang Holdings International Limited (the "Company")**  
**(Stock Code: 116)**  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

### Provision of Email Address and/or Request for Printed Copy of Corporate Communications and Actionable Corporate Communications

Information of registered shareholder(s) of the Company (the "Registered Shareholder(s)");

Name(s) (in English)	:	
Name(s) (in Chinese)	:	
Email address	:	
Email address (re-type / re-write)	:	

Please mark (X) in ONLY ONE of the following boxes (applicable for dissemination arrangement via printed copy):

<input type="checkbox"/>	To receive the <b>printed English version ONLY</b> for all future Corporate Communications and Actionable Corporate Communications; <b>OR</b>
<input type="checkbox"/>	To receive the <b>printed Chinese version ONLY</b> for all future Corporate Communications and Actionable Corporate Communications; <b>OR</b>
<input type="checkbox"/>	To receive the <b>printed English and Chinese versions</b> for all future Corporate Communications and Actionable Corporate Communications; <b>OR</b>
<input type="checkbox"/>	To <b>cancel</b> prior request(s), if any, of printed version(s) for all future Corporate Communications and Actionable Corporate Communications. Registered Shareholders will refer to the online versions to be published on the Company's website and the website of The Stock Exchange of Hong Kong Limited for all future Corporate Communications or the electronic form of Actionable Corporate Communications to be received by email (as the case may be).

Signature of Registered Shareholder(s): \_\_\_\_\_

Address: \_\_\_\_\_

(Please use ENGLISH BLOCK LETTERS)

Contact telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

- 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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
- Actionable Corporate Communications refer to any corporate communications that seek instructions from the Registered Shareholders on how they wish to exercise their rights or make elections as the Registered Shareholders.
- If both English and Chinese versions of the Corporate Communications and Actionable Corporate Communications are combined into one document, a printed copy of the Corporate Communications and Actionable Corporate Communications with both English and Chinese versions will be sent to the Registered Shareholder requesting for a printed copy of any version(s) of the Corporate Communications and Actionable Corporate Communications.
- If the Company does not receive this duly completed reply form (the "Reply Form") or the email address provided is not functional, the Company will send the Actionable Corporate Communications in printed form together with the Reply Form for soliciting the Registered Shareholder's functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future. 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 Actionable Corporate Communications to the email address provided by a Registered Shareholder without receiving any "non-delivery message".
- Please complete all your details clearly. If no box, or more than one box, is marked, the Company reserves the right to treat this request as void.
- In the case of joint registered holders of any shares, the Reply Form shall be deemed to be submitted by the joint registered holder whose name first appears on the register of members for and on behalf of all the joint registered holders.
- If more than one email address is provided, the Company will only adopt the first email address as set out above.
- This request will be valid unless being revoked or superseded or until expired on the last day of each calendar year (whichever is earlier). Further request in writing, by completing and returning the Reply Form, will be required if the Registered Shareholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.
- For avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. Any other instructions inserted on this Reply Form will be void.

#### PERSONAL INFORMATION COLLECTION STATEMENT

"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 and Actionable 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:

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@vistra.com

Please cut the mailing label and stick it on an envelope to return this Reply Form to us.  
**No postage stamp is necessary if posted in Hong Kong.**

Mailing Label

Tricor Investor Services Limited  
Freepost No.: 10 GPO  
Hong Kong