



## 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 Non-registered Shareholders,

### Arrangements on Dissemination of Corporate Communications

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”), Chow Sang Sang Holdings International Limited (the “Company”) has adopted arrangements to disseminate future corporate communications of the Company (the “Corporate Communications”<sup>Note</sup>) to the non-registered shareholders electronically and only send the Corporate Communications in printed form to the non-registered shareholders upon request. Please note that both English and Chinese versions of all future Corporate Communications will be available on the website of the Company ([www.chowsangsang.com](http://www.chowsangsang.com)) and the website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) (the “Website Version”).

**A notice of publication of the Website Version will be sent by the Company to you by email or by post (only if the Company is not provided with your email address by your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) or the email address provided is not functional). In support of electronic communication by email, the Company recommends the non-registered shareholders to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, you will not be sent any notice of publication of the Website Version.**

We encourage you to access the Corporate Communications on the Company’s website. If you wish to receive a printed copy of all future Corporate Communications, please complete and return the request form (the “Request Form”) on the reverse side of this letter 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 send an email to [116-ecom@vistra.com](mailto:116-ecom@vistra.com). Please note that the preference of a non-registered shareholder in receiving Corporate Communications in printed form will be valid unless being revoked or superseded or until expired on the last day of each calendar year (whichever is earlier).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 Request Form, will be required if a non-registered shareholder prefers to continue receiving printed copy of future 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](mailto:116-ecom@vistra.com).

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

*Note: 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.*

\* For identification purpose only

Non-registered Shareholder's information (English name and Address):

### REQUEST 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

#### REMINDER

As a non-registered shareholder, if you wish to receive by email the Company's notice of publication of the corporate communications of the Company (the "Corporate Communications" <sup>1</sup>) pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Stock Exchange"), you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

I/We would like to receive the future Corporate Communications in printed form.

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; <b>OR</b>
<input type="checkbox"/>	To receive the <b>printed Chinese version ONLY</b> for all future Corporate Communications; <b>OR</b>
<input type="checkbox"/>	To receive the <b>printed English and Chinese versions</b> for all future 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. Non-registered Shareholders will refer to the online versions to be published on the Company's website and the website of the Stock Exchange for all future Corporate Communications.

Signature of Non-registered Shareholder(s): \_\_\_\_\_

Name: \_\_\_\_\_

(Please use ENGLISH BLOCK LETTERS)

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

(Please use ENGLISH BLOCK LETTERS)

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

Notes:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's 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.
- By completing and returning this request form (the "Request Form") to request for the printed copy of the Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications in printed form.
- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed copy of the Corporate Communications with both English and Chinese versions will be sent to the Non-registered Shareholder requesting for a printed copy of any version(s) of the Corporate Communications.
- 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.
- 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 this Request Form, will be required if Non-registered Shareholder prefers to continue receiving printed copy of future Corporate Communications.
- For avoidance of doubt, the Company does not accept any other instructions given on this Request Form. Any other instructions inserted on this Request 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 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@vista.com

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