



# CHOW SANG SANG HOLDINGS INTERNATIONAL LIMITED

周生生集團國際有限公司\*

(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: 116)

## NOTIFICATION LETTER 通知信函

23 April 2024

Dear Non-registered Shareholders<sup>1</sup>,

### Chow Sang Sang Holdings International Limited (the "Company")

- Notification of publication of (1) Annual Report 2023; (2) Circular; (3) Notice of Annual General Meeting; and (4) Form of Proxy (the "Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are now available on the Company's website at [www.chowsangsang.com](http://www.chowsangsang.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) respectively (collectively, the "Websites"). If you have elected to receive the Corporate Communications<sup>2</sup> in printed form, the Current Corporate Communications are enclosed.

As a non-registered shareholder, if you wish to receive email notification of the publication of all future Corporate Communications on the Websites (the "Website Version"), 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. It is your responsibility as a non-registered shareholder to provide a functional email address. If the Company does not receive your functional email address from the Intermediaries, until such time that a functional email address is provided to the Intermediaries, you will be unable to receive any notice of publication of the Website Version (the "Notice of Publication") by email; and the Company would only be able to send you the Notice of Publication in printed form at your postal address as provided by the Intermediaries via HKSCC Nominees Limited.

If you want to receive the Current Corporate Communications and all future Corporate Communications in printed form, please complete, sign and return the Request Form overleaf to the Company's branch share registrar in Hong Kong, Tricor Tengis Limited (the "Branch Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to [116-ecom@vistra.com](mailto:116-ecom@vistra.com).

Should you have any queries relating to this notification, 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

#### Notes:

1. Non-registered Shareholder(s) mean such person(s) or company(ies) whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person(s) or company(ies) wish to receive Corporate Communications.
2. 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.

尊敬的非登記股東<sup>1</sup>：

### 周生生集團國際有限公司（「本公司」）

- (1) 2023年報；(2) 通函；(3) 股東周年大會通告；及(4) 委派代表書（「本次企業通訊」）之發布通知

本公司的本次企業通訊之中、英文版本已分別上載於本公司網站([www.chowsangsang.com](http://www.chowsangsang.com))及香港聯合交易所有限公司之網站([www.hkexnews.hk](http://www.hkexnews.hk))（統稱「該等網站」）。如閣下已選擇收取企業通訊<sup>2</sup>的印刷本，隨函附上本次企業通訊之印刷本。

作為非登記股東，如閣下欲收取所有日後企業通訊於該等網站發布的電郵通知（「網站版本」），閣下應聯絡代閣下持有股份的銀行、經紀、託管人、代理人或香港中央結算（代理人）有限公司（統稱「中介機構」），並向閣下的中介機構提供閣下的電郵地址。閣下作為非登記股東有責任提供有效的電郵地址。若本公司並無從中介機構獲悉閣下的有效電郵地址，直至中介機構獲悉閣下有效的電郵地址前，閣下將無法透過電郵收到網站版本的登載通知（「登載通知」），而本公司只能在中介機構透過香港中央結算（代理人）有限公司提供閣下的郵寄地址，發送登載通知之印刷本予閣下。

若閣下欲收取本次企業通訊以及所有日後的企業通訊之印刷本，請閣下填妥及簽署本信函背面之索取表格，並以預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處（「股份過戶登記分處」）卓佳登捷時有限公司（地址為香港夏愨道16號遠東金融中心17樓）（如在香港投寄毋須貼上郵票），或電郵至 [116-ecom@vistra.com](mailto:116-ecom@vistra.com)。

如閣下對本通知有任何查詢，請於營業時間內（星期一至星期五上午9時至下午6時，香港公眾假期除外）致電股份過戶登記分處的電話熱線 (852) 2980 1333或電郵至 [116-ecom@vistra.com](mailto:116-ecom@vistra.com)。

承董事會命  
周生生集團國際有限公司  
公司秘書  
王君璿  
謹啟

2024年4月23日

#### 附註：

1. 非登記股東指其股份存放於中央結算及交收系統（中央結算及交收系統）的有關人士或公司，而彼等已透過香港中央結算有限公司不時通知本公司，彼等擬收取企業通訊。
2. 企業通訊包括本公司發布或將予發布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，其中包括但不限於 (a) 董事會報告、其年度帳目連同核數師報告以及（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。

\* For identification purpose only 僅供識別

## REQUEST FORM 索取表格

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

致: **周生生集團國際有限公司**  
(股份代號: 116) (「本公司」)  
經卓佳登捷時有限公司  
香港夏愨道 16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive by email the Company's notification of publication of the Corporate Communications<sup>1</sup> pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, 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.

作為非登記股東，如閣下欲根據香港聯合交易所有限公司證券上市規則通過電郵收取本公司發布企業通訊<sup>1</sup>的通知，閣下應聯絡代閣下持有股份的銀行、經紀、託管人、代理人或香港中央結算(代理人)有限公司(統稱「中介機構」)，並向閣下的中介機構提供閣下的電郵地址。

I/We would like to receive the Current Corporate Communications and all future Corporate Communications in the manner as indicated below:

本人/我們欲以以下列方式收取本次企業通訊及所有日後的企業通訊：

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

- to receive a printed copy in English version only; OR  
僅收取一份英文印刷本；或
- to receive a printed copy in Chinese version only; OR  
僅收取一份中文印刷本；或
- to receive a printed copy in both English and Chinese versions.  
同時收取英文和中文印刷本各一份。

Signature of Non-registered Shareholder(s):

非登記股東簽署：\_\_\_\_\_

Date:

日期：\_\_\_\_\_

Name:

姓名：\_\_\_\_\_

Contact telephone number:

聯絡電話號碼：\_\_\_\_\_

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

Address:

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

### Notes 附註：

- 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.  
企業通訊包括本公司發布或將予發布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，其中包括但不限於 (a) 董事會報告、其年度賬目連同核數師報告以及 (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。
- 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 and in the language selected above.  
當閣下填寫及寄回此索取表格(「索取表格」)以索取企業通訊的印刷本後，即表示閣下確認擬以印刷本形式及所選擇的語言版本收取所有日後的企業通訊。
- 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.  
若企業通訊的英文版本及中文版本合併為一份文件，則企業通訊的英文版本及中文版本的印刷本將寄給要求索取任何一個版本企業通訊印刷本的非登記股東。
- 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.  
請閣下清楚填寫所有資料。如未標記任何方格或標記多個方格，本公司保留將此請求視為無效的權利。
- 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 will be required if the non-registered shareholder prefers to continue receiving printed copy of all future Corporate Communications. Details of the arrangements for (i) dissemination of Corporate Communications and (ii) requesting printed copy of Corporate Communications are published under the section "Investor Relations – Corporate Communications" in the Company's website (www.chowsangsang.com).  
此請求將一直有效，除非被撤銷或取代，或直至每個曆年的最後一天到期為止(以較早者為準)。如非登記股東欲繼續收取所有日後的企業通訊的印刷本，則須進一步提出書面請求。有關(i)發布企業通訊及(ii)索取企業通訊印刷本的安排詳情刊載於本公司網站(www.chowsangsang.com)的「投資者資訊-企業通訊」部分。
- For avoidance of doubt, no additional instructions (other than those imprinted herein) written on this Request Form will be processed.  
為免存疑，任何在本索取表格寫上的額外指示(本索取表格上所印列之指示除外)將不予處理。

### 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, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this Request Form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Tengis Limited at the above address. 本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《個人資料(私隱)條例》」)中「個人資料」的涵義相同。閣下是自願提供個人資料，以用於處理閣下在本索取表格上所述的指示(「該等用途」)。如閣下未能提供足夠資料，本公司有可能無法處理閣下的指示。本公司可就所述的該等用途，將個人資料披露或轉移給本公司的附屬公司、股份登記處及/或向為本公司提供行政、電腦及其他服務的第三者服務供應商，以及其他獲法例授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及紀錄用途)。有關查閱及/或更正個人資料的要求可按照《個人資料(私隱)條例》提出，而有關要求須以書面方式郵寄至卓佳登捷時有限公司(地址如上)的個人資料私隱主任。

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.

當閣下寄回本索取表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需貼上郵票。

### Mailing Label 郵寄標籤

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