

## **TSIT WING INTERNATIONAL HOLDINGS LIMITED**

捷榮國際控股有限公司\*

(Incorporated in the Bermuda with limited liability)

(Stock Code: 2119)

28 December 2023

Dear 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 and the Amended and Restated Bye-laws of Tsit Wing International Holdings Limited (the "**Company**"), the Company offers its Shareholders the choice to receive Corporate Communications: (i) in printed form in bilingual in English and Chinese; or (ii) by electronic means through the Company's group website.

"Corporate Communications" includes any document issued or to be issued by the Company for your information or action, including but not limited to, directors' report, annual accounts together with a copy of the auditors' report, interim report, the notice of meeting, listing document, circular and proxy form.

You are entitled to change your election of means of receipt of future Corporate Communications at any time by serving reasonable written notice: (i) through the Company's share registrar in Hong Kong, Tricor Investor Services Limited (the "Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or (ii) by email to <u>2119-ecom@hk.tricorglobal.com</u>, in either way, specifying your name, telephone number, address and the request.

Also, notwithstanding that you may have elected (or are deemed to have elected) to access all Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, you will, upon your request in writing or by email to <u>2119-ecom@hk.tricorglobal.com</u> to the Company c/o the Share Registrar, be sent the latest Corporate Communication(s) in printed form free of charge within reasonable time. Printed notification will be sent to you by post at your address as appearing on our register of members maintained by the Share Registrar or at any other address you have provided to us for such purpose.

Printed copy of Corporate Communications will be available from the Share Registrar on request, and electronic copy will be available on the Company's group website at <u>www.twcoffee.com</u> and HKExnews website at <u>www.hkexnews.hk</u>.

## ACTION TO BE TAKEN

Please tick the appropriate box in the enclosed Reply Form, sign and return it to the Share Registrar by post using the freepost mailing label provided at the bottom of the Reply Form (if posted in Hong Kong) on or before 31 January 2024 (the "**Relevant Date**").

If we do not receive the duly completed and signed Reply Form by the Relevant Date, you will be deemed to have elected to access all Corporate Communications by electronic means through the Company's group website until you otherwise inform us by reasonable notice in writing.

Should you have any queries relating to this letter or the above arrangements, please call the Share Registrar's Customer Service hotline at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully, For and on behalf of Tsit Wing International Holdings Limited Fan Yee Man Executive Director and Company Secretary

REPLY FORM 回作
---------------

致:

To: Tsit Wing International Holdings Limited (the "Company") c/o Tricor Investor Services Limited 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong **捷榮國際控股有限公司(「貴公司」)** 由卓佳證券登記有限公司轉交 香港夏慤道16號遠東金融中心17樓

I/We would like to receive <u>all future</u> Corporate Communications: (Notes 1&2) 本人/我們希望以如下所示方式收取<u>日後所有</u>公司通訊:(*開註1及2)* 

(Please mark "✔" on one of the following boxes 請在下列其中一個方格內劃上「✔」號)

□ by electronic means through the Company's group website (<u>www.twcoffee.com</u>) instead of in printed form, with an email notification of the publication of Corporate Communications sent to my/our email address at 透過 貴公司集團資訊網站(<u>www.twcoffee.com</u>)以電子方式獲取公司通訊代替印刷本,並於有關公司通訊登載時向本人/我們發出電郵通知至

_			<u> </u>	 	<u> </u>	<u> </u>	<u> </u>			U TT.	 Ļ	). 64							]
																			( <i>附註3</i> ); or 或

in printed form in Bilingual in English and Chinese 收取英、中文雙語印刷本。

	gnature: 署:	Date: 日期:									
	me: 名:(English 英文)	Telephone number: 聯絡電話:									
	(in block letters 請以正楷填寫)										
	(Chinese 中文)										
Not	tes 附註:										
1.	"Corporate Communications" is as defined in the letter for election of means of 「公司通訊」的定義載於隨附之選擇公司通訊收取形式的函件內。	receipt of corporate communications enclosed herewith.									
2.	Any form with no box ticked, with no signature or otherwise incorrectly complet 如在本表格未有作出選擇、未有簽署、或在其他方面填寫不正確,則本表格將會作別										
3.	If you do not provide your email address or provide an incorrect email address, printed notification of publication of Corporate Communication(s) will be sent t you by post at your address as appearing on the register of members maintained by our share registrar or at any other address you have provided to us for suc purpose.										
	如 阁下未有提供電郵地址或提供不正確的電郵地址,我們將透過郵遞方式,按 閣 用途的地址,向 閣下寄發公司通訊登載通知的印刷本。	1下於我們在證券登記處存置的股東名冊上所示地址或任何由 阁下向我們提供作該									
4.	If we do not receive this Reply Form duly completed and signed by 31 January 2024, you will be deemed to have elected to access all Corporate Communication: by electronic means through the Company's group website. 如我們於2024年1月31日尚未收到經填寫及簽署妥當的本回條,則 閣下將被視為已選擇透過本公司集團資訊網站以電子方式獲取所有公司通訊。										
PE	RSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明										
(1)	"Personal Data" in these statements has the same meaning as "personal data" in (the "PDPO"). 本聲明中所指的「個人資料」與《個人資料(私隱)條例》(第486章)的「個人資料」定義相										
(2)	Your supply of Personal Data to the Company is on a voluntary basis and is use information may result in the Company not being able to process such requests. 閣下是自願向本公司提供個人資料,用以處理 閣下在本表格上所述的要求。若 首										
(3)	Your Personal Data will not be transferred to other third parties (other than the retained for such period as may be necessary for our verification, notification and 除按法例另有規定外, 閣下的個人資料將不會轉交其他第三方(本公司證券登記處]	d record purposes.									
(4)	You have the right to request access to and/or correction of your Personal Data in to the Personal Data Privacy Officer of the share registrar of the Company, Tricc page, or by call to the customer service hotline at (852) 2980 1333. 图下有權根據(個人資料(私隱)條例)中的條款查閱及/或修改 關下的個人資料。/	or Investor Services Limited, in writing at the address mentioned at the top of the									
(ple	本頁上方所示)的個人資料私隱主任提出,或致電查詢客戶服務熱線(852) 2980 1332 ease cut along the dotted line 請沿虛線剪下)										
	·····										

X

Please cut the mailing label and stick it on an envelope when returning this Reply Form to us. No postage stamp is required if posted in Hong Kong 關下寄回此回條時,請將郵寄標籤剪貼於信封上。 如在本港投寄,毋須點上郵票

-----

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 Tsit Wing International Holdings Limited 捷榮國際控股有限公司 (2119)