



# 玖龍紙業(控股)有限公司\*

**NINE DRAGONS PAPER (HOLDINGS) LIMITED**

*(Incorporated in Bermuda with limited liability)*

**(Stock Code: 2689)**

23 October 2020

Dear Shareholder

## **Notification of publication of Corporate Communications<sup>(Note)</sup> on the Company's website**

We hereby notify you that the following Corporate Communications (the “**Current Corporate Communications**”) of Nine Dragons Paper (Holdings) Limited (the “**Company**”), in both English and Chinese versions, are now available on the Company's website at <http://www.ndpaper.com> (the “**Company's Website**”) and the HKExnews' website at <http://www.hkexnews.hk>:

- (1) 2019/2020 Annual Report;
- (2) Circular dated 23 October 2020 relating to general mandates to issue and repurchase shares, re-election of retiring directors, payment of final dividend out of contributed surplus account and notice of annual general meeting (the “**AGM Circular**”); and
- (3) Proxy form for use at the annual general meeting to be held on 7 December 2020 (“**AGM Proxy Form**”).

You may access the Current Corporate Communications available on the Company's Website by clicking the selected Corporate Communication(s) under the “Financial Reports” and “Circulars” sections respectively under the “Investor Relations” section of the Company's Website.

If you for any reason have any difficulty in gaining access to the Current Corporate Communications posted on the Company's Website, you may request to obtain the printed form of the Current Corporate Communication(s) by completing and returning the enclosed Request Form (Part A) by facsimile at (852) 2810 8185 or by post to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong, or by sending an email to [ndpaper-ecom@hk.tricorglobal.com](mailto:ndpaper-ecom@hk.tricorglobal.com). The requested printed form of the Current Corporate Communication(s) will be sent to you free of charge.

If you have selected to receive either the English or Chinese version of the Corporate Communications, you may request to receive another printed language version of the 2019/2020 Annual Report by using any of the abovementioned methods, but you will receive both English and Chinese versions of the Circular and Proxy Form since both languages are bound together into the same booklet/document.

Please note that you are entitled to change your choice of means of receipt and language of all the Company's future Corporate Communications at any time by reasonable notice in writing or by completing and returning the enclosed Request Form (Part B) to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited, or by sending an email to [ndpaper-ecom@hk.tricorglobal.com](mailto:ndpaper-ecom@hk.tricorglobal.com).

Should you have any queries relating to this notification, please contact Customer Service Hotline of Tricor Investor Services Limited by telephone on (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully  
For and on behalf of  
**Nine Dragons Paper (Holdings) Limited**  
**Cheng Wai Chu, Judy**  
*Company Secretary*

*Note:* Corporate Communications refer to any documents issued or to be issued by the Company for information or action of shareholders of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), notice of meeting, listing document, circular and proxy form.

*Enclosure: Request Form*

\* for identification purposes only

## Request Form

To: **Nine Dragons Paper (Holdings) Limited (the “Company”)**  
c/o Tricor Investor Services Limited  
Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong  
Facsimile number: (852) 2810 8185

**Part A — For shareholder who has selected to receive the Company’s Corporate Communications <sup>(Note 1)</sup> (1) in English only or in Chinese only and now request to receive another printed language version; OR (2) via the Company’s website (the “Company’s Website”) and now request to receive printed copy**

I/We would request to receive the printed version of the following Corporate Communication(s):

*(Please tick the appropriate box(es))*

- the printed English version of the 2019/2020 Annual Report  
 the printed Chinese version of the 2019/2020 Annual Report  
 the printed form of the AGM Circular  
 the printed form of the AGM Proxy Form

**Part B — For shareholder who would like to change his/her/their choice of the means of receipt and/or language of all future Corporate Communications to be issued by the Company**

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

*(Please tick ONLY ONE box) <sup>(Note 6)</sup>*

- (i) To receive the Corporate Communications via the Company’s Website and the notification of publication of Corporate Communication(s) (the “**Notification**”) through my/our email address <sup>(Note 2)</sup>
- (ii) To receive the Corporate Communications via the Company’s Website and the Notification in printed form
- (iii) To receive the printed English version <sup>(Note 3)</sup> of the Corporate Communications
- (iv) To receive the printed Chinese version <sup>(Note 3)</sup> of the Corporate Communications
- (v) To receive both the printed English and Chinese versions <sup>(Note 3)</sup> of the Corporate Communications

Signature <sup>(Note 5)</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

*(in block letters)*

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

*(in block English)*

Email Address <sup>(Note 2)</sup>: \_\_\_\_\_

Folio/Account Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

### Notes:

- Corporate Communications refer to any documents issued or to be issued by the Company for information or action of shareholders of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), notice of meeting, listing document, circular and proxy form.
- If no email address is provided by you, a printed copy of the Notification will be sent to you by post when the Corporate Communication(s) is/are posted on the Company’s Website.
- The Company will send the selected language version(s) of the Corporate Communications to you unless and until you otherwise notify the Company as to the change of your choice of means of receipt and/or language of the Corporate Communications.
- You are entitled to change your choice of means of receipt (either in printed form or via the Company’s Website) and language (either in English only or in Chinese only or in both languages) of the Corporate Communications at any time by reasonable notice in writing or by completing and returning this Request Form (Part B) to the Company’s branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong or by sending an email to [ndpaper-ecom@hk.tricorglobal.com](mailto:ndpaper-ecom@hk.tricorglobal.com).
- 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 holdings should sign this form in order for it to be valid.
- If no or more than one box is/are ticked, the Company reserves its right to treat your request for change of choice of means of receipt and/or language of the Corporate Communications as void.

### PERSONAL INFORMATION COLLECTION STATEMENT

“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 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 branch 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 Privacy Compliance Officer of Tricor Investor Services Limited at the above address.

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### Mailing Label

Please cut the mailing label and stick this on an envelope to return the Request Form to us.  
**No postage stamp is required for local mailing**

**Tricor Investor Services Limited**  
**Freepost No. 37**  
**Hong Kong**