



# TEN PAO GROUP HOLDINGS LIMITED

## 天寶集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code: 1979)

(股份代號：1979)

### NOTIFICATION LETTER 通知信函

29 April 2025

Dear Registered Shareholders,

Ten Pao Group Holdings Limited (the “Company”)

— Notification of publication of (i) the Company’s Annual Report for the year ended 31 December 2024; (ii) the Company’s circular dated 29 April 2025 relating to the “Proposed Granting of General Mandates to Repurchase and Issue Shares, Proposed Re-election of Retiring Directors, Proposed Adoption of 2025 Share Option Scheme, and Notice of the 2025 Annual General Meeting”; (iii) the proxy form for the Company’s Annual General Meeting to be held on 13 June 2025 (the above items (i), (ii) and (iii) are collectively referred to as the “Current Corporate Communication”); and (iv) the Company’s Environmental, Social and Governance Report for the year ended 31 December 2024 (the “2024 ESG Report”)

The English and Chinese versions of the Company’s Current Corporate Communication are now available on the Company’s website at [www.tenpao.com](http://www.tenpao.com) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk) respectively (the “Website Version”). The Company recommends you to access the Website Version of the Current Corporate Communication and all future Corporate Communications<sup>(Note)</sup>. If you have elected to receive the Corporate Communications in printed form, the Current Corporate Communication is enclosed.

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communication and all future Corporate Communications in printed form, please complete and sign the enclosed Reply Form and return it 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 by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to [1979-ecom@vistra.com](mailto:1979-ecom@vistra.com). The Company will upon your request send the Corporate Communications to you in printed form free of charge.

It is the responsibility of registered shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing and signing the enclosed Reply Form and returning it to the Branch Share Registrar at the above-mentioned address by post or by email to [1979-ecom@vistra.com](mailto:1979-ecom@vistra.com). If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications (“Notice of Publication”) and Actionable Corporate Communications<sup>(Note)</sup> in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

The 2024 ESG Report is published in electronic form only on the Company’s website and the Stock Exchange’s website. You may visit the Company’s website by clicking “Corporate Governance” under the section headed “Investor Relations” or the Stock Exchange’s website to view and/or download the 2024 ESG Report.

Should you have any queries relating to this notification, please call the Branch Share Registrar’s telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Monday to Friday (excluding public holidays).

By order of the Board  
Ten Pao Group Holdings Limited  
Hung Kwong Yee  
Chairman & Chief Executive Officer

**Note:** Corporate Communications refer to 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, 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 Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holders.

各位登記股東：

天寶集團控股有限公司(「本公司」)

— 刊發(i)本公司截至二零二四年十二月三十一日止年度的年報；(ii)日期為二零二五年四月二十九日，有關「建議授出購回股份及發行股份的一般授權、建議重選退任董事、建議採納二零二五年購股權計劃及二零二五年股東週年大會通告」之本公司通函；(iii)本公司將於二零二五年六月十三日舉行之股東週年大會之委任代表表格(以上第(i)、(ii)及(iii)項統稱為「本次公司通訊」)；及(iv)本公司截至二零二四年十二月三十一日止年度的環境、社會及管治報告(「二零二四年環境、社會及管治報告」)之通知

本公司的本次公司通訊之中、英文版本已分別上載於本公司網站([www.tenpao.com](http://www.tenpao.com))及香港聯合交易所有限公司(「港交所」)之網站([www.hkexnews.hk](http://www.hkexnews.hk)) (「網站版本」)。我們建議閣下閱覽本次公司通訊及日後的公司通訊<sup>(附註)</sup>的網站版本。如閣下已選擇收取公司通訊的印刷本，隨函附上本次公司通訊。

如閣下無法收取電子郵件通知或無法閱覽公司通訊的網站版本及欲索取本次公司通訊及日後公司通訊的印刷本，請填妥及簽署隨附之回條，並以隨附已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」)卓佳證券登記有限公司(地址為香港夏慤道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[1979-ecom@vistra.com](mailto:1979-ecom@vistra.com)。本公司會因應閣下之要求寄上公司通訊的印刷本，費用全免。

登記股東有責任提供有效的電子郵件地址。如閣下尚未提供閣下之電子郵件地址予本公司，或需更新閣下之電子郵件地址，本公司建議閣下填妥及簽署隨附之回條，並按上述地址以郵寄方式交回股份過戶登記分處或以電郵方式發送至[1979-ecom@vistra.com](mailto:1979-ecom@vistra.com)以提供閣下的電子郵件地址。如果本公司沒有收到閣下的有效電子郵件地址，閣下將無法透過電子郵件方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊<sup>(附註)</sup>，在這情況下，本公司只能向閣下發送登載通知及可供採取行動的公司通訊之印刷本，直至股份過戶登記分處收到閣下有效的電子郵件地址為止。

二零二四年環境、社會及管治報告僅以電子形式登載於本公司網站及港交所網站。閣下可於本公司網站點擊「投資者關係」項下的「企業管治」或瀏覽港交所網站以閱覽及／或下載二零二四年環境、社會及管治報告。

倘閣下對本通知有任何查詢，請於星期一至星期五(公眾假期除外)上午9時至下午6時(香港時間)，致電股份過戶登記分處熱線(852) 2980 1333。

承董事會命  
天寶集團控股有限公司  
主席兼行政總裁  
洪光禧

二零二五年四月二十九日

**附註：** 公司通訊指本公司發出或將予發出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，公司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)委任代表表格。

可供採取行動的公司通訊是指任何涉及要求本公司的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

## REPLY FORM 回條

To: **Ten Pao Group Holdings Limited**  
(the “Company”) (Stock Code: 1979)  
(Incorporated in the Cayman Islands with limited liability)  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre,  
16 Harcourt Road, Hong Kong

致： 天寶集團控股有限公司  
(「本公司」)(股份代號：1979)  
(於開曼群島註冊成立的有限公司)  
經卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

Part A I/We would like to receive the Current Corporate Communication and all future Corporate Communications in printed form in the manner indicated below:  
甲部 本人／我們現欲以下列方式收取本次公司通訊及將來所有公司通訊之印刷本：

(Please mark “✓” in **ONLY ONE** of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「✓」號)

- ☐ I/We would like to receive a printed copy **in the English language only**; OR  
本人／我們現欲收取一份英文印刷本；或
- ☐ I/We would like to receive a printed copy **in the Chinese language only**; OR  
本人／我們現欲收取一份中文印刷本；或
- ☐ I/We would like to receive a printed copy **in both the English language and the Chinese language**.  
本人／我們現欲收取英文和中文各一份印刷本。

Part B 乙部	I/We would like to receive all future Corporate Communications and Actionable Corporate Communications in electronic form via the email address below: 本人／我們現欲以以下電郵地址收取本公司所有將來的公司通訊及可供採取行動的公司通訊的電子版本：
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[illegible]

(Please provide the email address in English Capital Letters)  
(請以英文正楷填寫電郵地址)

Name(s) of Shareholder(s):

股東姓名： (Please use BLOCK LETTERS 請用正楷填寫)

Address:

地址： (Please use BLOCK LETTERS 請用正楷填寫)

Contact telephone number:

聯絡電話號碼： \_\_\_\_\_ 日期： \_\_\_\_\_

Notes 附註：

- Please complete and sign this form and return it by cutting and sticking the provided prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited or via email to 1979-ecom@vistra.com.  
請填妥及簽署本表格，並以隨附已預付郵費的郵寄標籤貼於信封上，寄回本公司之香港股份過戶登記處卓佳證券登記有限公司，或電郵至1979-ecom@vistra.com。
- Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void. 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 holding should sign on this form in order to be valid.  
請清楚填寫本表格。如條上若未作出選擇，沒有簽名或沒有正確地填寫，均屬無效。如屬聯名股東，則本回條須按本公司股東名冊上聯名者之股份戶口，由其姓名列於首位的股東簽署，方為有效。
- The above instruction for Part A will apply to all future Corporate Communications to be sent to you until you notify otherwise in writing to the Company's branch share registrar in Hong Kong or until expiry on 31 December 2025 (whichever is earlier). Further request in writing will be required if a shareholder prefers to continue receiving printed copy of future Corporate Communications.  
上述甲部指示適用於本公司日後向閣下發出之所有公司通訊，直至閣下以合理時間書面通知本公司的香港股份過戶登記處更改有關指示或直至二零二五年十二月三十一日（以較早者為準）。如果股東希望繼續收到日後的公司通訊的印刷本，則需要再提出書面請求。
- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the shareholder requesting for a printed form of any version(s) of the Corporate Communications.  
若公司通訊的英文版本及中文版本合併為一份文件，則公司通訊的英文版本及中文版本的印刷版本將寄給要求索取任何一種版本的公司通訊印刷版本的股東。
- It is the responsibility of the shareholders to provide an email address that is functional. If the Company does not possess the email address of a shareholder or the email address provided is not functional, such shareholder will be deemed, until such time when such shareholder has provided a valid and functional email address to the Company's branch share registrar in Hong Kong, to have elected to receive a notice of publication of the Corporate Communications by post.  
股東有責任提供有效的電子郵件地址。倘若本公司並無股東的電子郵件地址或所提供的電子郵件地址無效，則該股東將被視為已選擇以郵寄方式接收公司通訊的登載通知，直至該股東向本公司的香港股份過戶登記處提供有效且可用的電子郵件地址為止。
- For the avoidance of doubt, we do not accept any special instructions written on this form.  
為免產生疑問，在本表格作出的任何額外手寫指示，公司將不予受理。
- Corporate Communications refer to 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.  
公司通訊指本公司發出或將予發出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，公司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)函函；及(f)委任代表表格。
- Actionable Corporate Communications refer to any Corporate Communications that seek instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the Company's securities holders.  
可供採取行動的公司通訊是指任何涉及要求本公司的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

## 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 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 connection with 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 Ricor Investor Services 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》中「個人資料」的涵義相同。閣下是向提供個人資料，以用於處理閣下在本網址上所作出的指示(該等用途)。閣下在提供取得有關資料：本公司有可能法例要求的。指示。本公司可將所述的該等用途有關個人資料轉移給本公司的附屬公司、股份佔有權或為本公司提供行政、財務及其他服務的其他服務提供者，以及根據法例授權下取得有關資料的人士或任何其他上述列出的該等用途有關以及需要取得有關資料的人士。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寄交至卓偉信發登記有關人士(地址如上)的個人資料私隱主任。

