



**Win Hanverky Holdings Limited**  
**永嘉集團控股有限公司**  
(incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)  
(Stock code: 3322)  
(股份代號：3322)

**NOTIFICATION LETTER 通知信函**

25 April 2025

Dear Non-Registered Shareholders<sup>(1)</sup>,

**Win Hanverky Holdings Limited (the “Company”)**  
**Notice of Publication of (i) Annual Report 2024; (ii) Circular; (iii) Notice of Annual General Meeting; and**  
**(iv) Proxy Form (the “Current Corporate Communication”)**

The Company's Current Corporate Communication (in both English and Chinese) is available on the websites of the Company at [www.winhanverky.com](http://www.winhanverky.com) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

In support of electronic communication by email, non-registered shareholders are recommended to provide your functional email addresses to your bank(s), broker(s), custodian(s) or nominee(s) through which your shares are held (collectively, the “Intermediaries”). If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notification letter for the availability of a Corporate Communication will be sent to you.

If you would like to receive a printed form of the Current Corporate Communication and all future Corporate Communications<sup>(2)</sup>, please complete the request form (the “Request Form”) enclosed with this letter and sign and return it by post or by hand delivery to the share registrar of the Company (“Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to [is-ecom@vistra.com](mailto:is-ecom@vistra.com). If you post your Request Form in Hong Kong, you may use the freepost mailing label and need not affix a stamp when returning.

The Environmental, Social and Governance Report 2024 (the “ESG Report 2024”), published in electronic form only, is also available on the websites of the Company and The Stock Exchange of Hong Kong Limited. If you would like to receive a printed form of the ESG Report 2024, you may submit your request in writing to the Share Registrar or by email to [is-ecom@vistra.com](mailto:is-ecom@vistra.com).

Should you have any queries in relation to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

By order of the Board  
**Win Hanverky Holdings Limited**  
**Li Kwok Tung Roy**  
Chairman

Notes: 1. This letter is addressed to “Non-registered Shareholders”, which means such person or company 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 to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form enclosed with this letter.  
2. “Corporate Communications” refers to any documents 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.

各位非登記股東<sup>(1)</sup>：

**永嘉集團控股有限公司（「本公司」）**  
**(i) 二零二四年年報；(ii) 通函；(iii) 股東週年大會通告及(iv) 代表委任表格（「本次公司通訊」）的發佈通知**

本公司本次公司通訊的英文及中文版本已在本公司網站[www.winhanverky.com](http://www.winhanverky.com)及香港聯合交易所有限公司網站[www.hkexnews.hk](http://www.hkexnews.hk)登載。

為了支援通過電郵進行電子通訊，本公司建議非登記股東向代 閣下持有股份的銀行、經紀、託管人或代理人（統稱「中介機構」）提供有效的電郵地址。倘本公司沒有收到 閣下的中介機構透過香港中央結算（代理人）有限公司提供 閣下有效的電郵地址或郵寄地址，本公司將不會向 閣下發送已登載公司通訊的通知信函。

倘 閣下希望收取本次公司通訊及日後所有公司通訊<sup>(2)</sup>的印刷本，請 閣下填妥及簽署本函所附申請表格（「申請表格」），並將申請表格寄回至或親身送交本公司的股份過戶登記處（「股份過戶登記處」）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），或電郵至[is-ecom@vistra.com](mailto:is-ecom@vistra.com)。倘 閣下於香港投寄申請表格，則可使用免郵費郵寄標籤，無需貼上郵票。

僅以電子形式發佈的2024年環境、社會及管治報告（「2024年環境、社會及管治報告」）亦已在本公司及香港聯合交易所有限公司網站登載。倘 閣下希望收取2024年環境、社會及管治報告的印刷本， 閣下可透過書面向股份過戶登記處或電郵至[is-ecom@vistra.com](mailto:is-ecom@vistra.com)提出有關要求。

閣下如對本函有任何疑問，請於辦公時間（星期一至五上午九時正至下午六時正，香港公眾假期除外）致電(852) 2980 1333聯絡股份過戶登記處。

承董事會命  
**永嘉集團控股有限公司**  
主席  
**李國棟**

二零二五年四月二十五日

附註： 1. 本函為向「非登記股東」（指股份存放於中央結算及交收系統，並透過香港中央結算有限公司不時向本公司發出通知，希望收取公司通訊的人士或公司）發出。倘若 閣下已出售或轉讓所持有的本公司股份，則無須理會本函及本函所附申請表格。  
2. 「公司通訊」指由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，包括但不限於(a)董事會報告、其年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及其中期摘要報告（如適用）；(c)會議通告；(d)上市文件；(e)通函；及 (f)代表委任表格。

## Request Form 申請表格

To: **Win Hanverky Holdings Limited (the “Company”)**  
(incorporated in the Cayman Islands with limited liability)  
(Stock Code: 3322)  
c/o Tricor Investor Services Limited (“Share Registrar”)  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致：永嘉集團控股有限公司(「本公司」或「貴公司」)  
(於開曼群島註冊成立的有限公司)  
(股份代號：3322)  
經卓佳證券登記有限公司(「股份過戶登記處」)  
香港夏慤道16號  
遠東金融中心17樓

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

本人／吾等希望以下列方式收取 貴公司的本次公司通訊及日後所有公司通訊：

(Please mark “✓” in ONLY ONE of the following boxes 請僅在其中一個空格內劃上「✓」號)

- ☐ to receive by post the printed English version of all future Corporate Communications only; or 僅以郵寄收取日後所有公司通訊的英文印刷本；或
- ☐ to receive by post the printed Chinese version of all future Corporate Communications only; or 僅以郵寄收取日後所有公司通訊的中文印刷本；或
- ☐ to receive by post both the printed English and Chinese versions of all future Corporate Communications.  
以郵寄同時收取日後所有公司通訊的英文及中文印刷本。

Name of Non-Registered Shareholder:

非登記股東姓名／名稱：\_\_\_\_\_

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

Contact telephone number:

聯絡電話號碼：\_\_\_\_\_

Postal Address:

郵寄地址：\_\_\_\_\_

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

Signature:

簽名：\_\_\_\_\_

Date:

日期：\_\_\_\_\_

Notes 附註：

- Please complete all your details clearly. Any Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.  
請 閣下清楚填寫所有資料。本公司將有酌情權決定任何未有清楚填寫或填寫不正確的申請表格無效。
- This letter is addressed to “Non-registered Shareholders”, which means such person or company 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 to receive Corporate Communications.  
本函為向「非登記股東」(指股份存放於中央結算及交收系統，並透過香港中央結算有限公司不時向本公司發出通知，希望收取公司通訊的人士或公司)發出。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify the share registrar of the Company, Tricor Investor Services Limited, to the contrary or unless you have at any time ceased to hold shares in the Company.  
上述指示適用於發送予 閣下的日後所有公司通訊，直至 閣下通知本公司的股份過戶登記處卓佳證券登記有限公司其他安排或任何時候停止持有本公司的股份為止。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上的特別手寫指示，本公司將不予處理。

### PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

“Personal Data” in this statement has the same meaning as “personal data” defined in the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong (the “PDPO”), which may include but not limited to your name, contact telephone number, email address and address.

本聲明中的「個人資料」具有《個人資料(私隱)條例》(香港法例第486章)(「《私隱條例》」)所界定「個人資料」的涵義，當中可能包括但不限於 閣下的姓名／名稱、聯絡電話號碼、電郵地址及地址。

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.

閣下是自願提供個人資料，以便按 閣下選擇的方式收取公司通訊。本公司將在有需要的期間，保留 閣下的個人資料作核實及記錄用途。

You have the right to request access to and/or correction of 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 made in writing to the Privacy Compliance Officer of Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

閣下有權根據《私隱條例》中的條文查閱及／或修改 閣下的個人資料。任何相關查閱及／或修改個人資料的要求應以書面方式向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)的私隱條例事務主任提出。

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 in Hong Kong**  
當 閣下寄回此申請表格時，請將此郵寄標籤剪貼於信封上。  
如在本港投寄，則 閣下無需支付郵費或貼上郵票

### 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