



首程控股有限公司  
SHOUCHENG HOLDINGS LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code: 697)

(股份代號: 697)

26 April 2024

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

**Notification of publication of 2023 Annual Report and the Circular relating to Proposals for General Mandates to Issue and Buy Back Shares, Re-election of Retiring Directors and Notice of Annual General Meeting\* together with the Proxy Form (collectively, the “Documents”) and 2023 Environmental, Social and Governance Report**

We hereby notify you that the Documents, in both English and Chinese, are now available on the website of Shoucheng Holdings Limited (the “Company”) at [www.shouchengholdings.com](http://www.shouchengholdings.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Documents by clicking “Financial Reports” and “Announcement, Notice and Circular” under “Investor Relations” section on the homepage of the Company’s website.

The 2023 Environmental, Social and Governance Report, published in electronic form only, is also available on the Company’s website under “ESG” section on the homepage and the website of HKEx.

If you wish to receive printed copies of the Documents and all future Corporate Communications<sup>(2)</sup>, please complete the Request Form on the reverse side and sign and return it by using the enclosed mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) to the Company’s share registrar, Tricor Tengis Limited (the “Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. The Request Form may also be downloaded from the website of the Company or HKEx.

You may at any time choose to receive Corporate Communications free of charge either in printed form or via the Company’s website (“Website Version”) instead of receiving printed copies, and to receive notifications of the publication of the Corporate Communications on the Company’s website by email. As a Non-Registered Shareholder, if you wish to receive Corporate Communications in Website Version by email, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares of the Company are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries. Please contact your Intermediaries for the detailed procedure. If the Company does not receive your valid email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will be unable to receive any notification letter of the publication of the Corporate Communications on the Company’s website by email; and the Company would only be able to send you the notification letter in printed form by post.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays) or send an email to [697-ecom@hk.tricorglobal.com](mailto:697-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
Shoucheng Holdings Limited  
Zhao Tianyang  
Chairman

\* The annual general meeting of the Company will be held at 10:00 a.m. on Thursday, 23 May 2024 at Conference Room 901, 9th Floor, Building 2, 1 Xiuchi North Road, Shougang Park, Shijingshan District, Beijing, China.

Notes:

- This letter is addressed to non-registered shareholders (non-registered shareholders means such person or company whose shares of the Company are held in the Central Clearing and Settlement System 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 all your shares in the Company, please disregard this letter and the Request Form on the reverse side.
- “Corporate Communications” refer to any document issued or to be issued by the Company for the information or action of the securities holders of the Company, including but not limited to: (a) the directors’ report, its annual accounts together with a copy of the auditor’s 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.

致非登記股東<sup>(1)</sup>:

登載2023年年報及有關建議發行及回購股份之一般性授權、重選退任董事及股東周年大會\*通告之通函及代表委任表格(統稱「該等文件」)以及2023年環境、社會及管治報告之通知

我司現謹通知閣下,該等文件之英文及中文版,現已登載於首程控股有限公司(「本公司」)網站[www.shouchengholdings.com](http://www.shouchengholdings.com)及香港交易及結算所有限公司(「香港交易所」)網站[www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本公司網站首頁按「投資者關係」一欄下的「財務報告」及「公告、通告及通函」瀏覽該等文件。

僅以電子形式發佈的2023年環境、社會及管治報告亦已於本公司網站於首頁「ESG」一欄下及香港交易所網站登載。

如閣下欲收取該等文件及日後所有公司通訊<sup>(2)</sup>之印刷本,請填妥本函背面之申請表格並於簽署後使用隨附的郵寄標籤(如在香港投寄,毋須貼上郵票;否則,請貼上適當的郵票)寄回本公司之股份過戶登記處,卓佳登捷時有限公司(「股份登記處」)(地址為香港夏慤道16號遠東金融中心17樓)。申請表格亦可於本公司網站或香港交易所網站內下載。

閣下可隨時選擇收取公司通訊的印刷本,費用全免,或透過本公司網站收取公司通訊(「網上版本」),以代替收取印刷本,並透過電郵收取公司通訊已在本公司網站登載的通知函。作為非登記股東,如閣下欲透過電郵收取公司通訊的網上版本,閣下應聯絡閣下持有本公司股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」),並向閣下的中介公司提供閣下的電郵地址。請聯絡閣下的中介公司以了解詳細程序。如果本公司沒有從中介公司收到閣下的有效電郵地址,直至中介公司收到閣下有效的電郵地址前,本公司將無法透過電郵方式發送任何公司通訊已在本公司網站登載的通知函,而本公司只能郵寄通知函之印刷本予閣下。

閣下如有任何與本函有關的疑問,請在辦公時間內致電股份登記處(852) 2980 1333,辦公時間為星期一至星期五(香港公眾假期除外)上午9時正至下午5時正,或發送電郵至[697-ecom@hk.tricorglobal.com](mailto:697-ecom@hk.tricorglobal.com)。

代表  
首程控股有限公司  
趙天陽  
主席  
謹啟

2024年4月26日

\* 本公司股東周年大會將於2024年5月23日(星期四)上午10時正假座中國北京市石景山區首鋼園秀池北路1號樓2號樓9層901會議室舉行。

附註:

- 本函乃向非登記股東(非登記股東指所持有的本公司股份已存放於中央結算及交收系統的人士或公司,透過香港中央結算有限公司不時向本公司發出通知,表示欲收到公司通訊)發出。如閣下已經出售或轉讓所持有的全部本公司股份,則無需理會本函及背面的申請表格。
- 「公司通訊」指由本公司已發出或將予發出以供本公司證券持有人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、年度賬目連同核數師報告及(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。

## Request Form 申請表格

To: **Shoucheng Holdings Limited (the “Company”)**  
c/o Tricor Tengis Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致： **首程控股有限公司 (「本公司」)**  
由卓佳登捷時有限公司轉交  
香港夏慤道16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications<sup>#</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，如有意根據香港聯合交易所有限公司證券上市規則收取公司通訊<sup>#</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電郵地址。

I/We would like to receive the printed copies of the 2023 Annual Report and the Circular relating to Proposals for General Mandates to Issue and Buy Back Shares, Re-election of Retiring Directors and Notice of Annual General Meeting together with the Proxy Form (collectively, the “Documents”) and all future Corporate Communications.  
本人/吾等希望收取2023年年報及有關建議發行及回購股份之一般性授權、重選退任董事及股東周年大會通告之通函及代表委任表格(統稱「該等文件」)及日後所有公司通訊之印刷本。

Shareholder's full name:  
股東全名：

Signature:  
簽名：

(in block letters 以正楷填寫)

Address:  
地址：

Contact telephone number:  
聯絡電話號碼：

Date:  
日期：

### Notes 附註：

- The annual general meeting of the Company will be held at 10:00 a.m. on Thursday, 23 May 2024 at Conference Room 901, 9th Floor, Building 2, 1 Xiuchi North Road, Shougang Park, Shijingshan District, Beijing, China.  
本公司股東周年大會將於2024年5月23日(星期四)上午10時正假座中國北京市石景山區首钢園秀池北路1號院2號樓9層901會議室舉行。
- 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。本公司將酌情權決定任何未有清楚填寫或填寫不正確之申請表格無效。
- This Request Form will apply to the Documents and all future Corporate Communications to be sent to you until you inform us otherwise.  
本申請表格將適用於向閣下發出的該等文件及日後所有公司通訊，直至閣下另行通知為止。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.  
為免存疑，本公司概不接受於本申請表格上書寫之任何額外指示。
- As a non-registered shareholder, if you wish to receive Corporate Communications in Website Version by email, you should liaise with your Intermediaries and provide your email address to your Intermediaries.  
作為非登記股東，如欲透過電郵收取公司通訊的網上版本，閣下應聯絡閣下的中介公司，並向閣下的中介公司提供閣下的電郵地址。
- “Corporate Communications” refer to any document issued or to be issued by the Company for the information or action of the securities holders of the Company, 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.  
「公司通訊」指由本公司已發出或將予發出以供本公司證券持有人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、年度賬目連同核數師報告及(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。

### 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, Cap. 486 (the “PDPO”), which may include but not limited to your name, contact telephone number, email address and mailing address.

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱，聯絡電話號碼，電子郵件地址和郵寄地址。

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.

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

You have the right to request access to and/or to correct 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 in writing by either of the following means:

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出：

By mail to: Data Privacy Officer  
Tricor Tengis Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong  
By email to: is-enquiries@hk.tricorglobal.com

郵寄至：個人資料私隱主任  
卓佳登捷時有限公司  
香港夏慤道16號  
遠東金融中心17樓  
電郵至：is-enquiries@hk.tricorglobal.com

(Please cut along the dotted line 請沿虛線剪下)

### 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**  
**Shoucheng (697)**

Please cut the mailing label and stick it on an envelope to

return this Request Form to us.

**No postage stamp is required for local mailing.**

倘閣下寄回此申請表格，請將此郵寄標籤剪貼於信封上。

如在本港投寄，閣下無需支付郵費或貼上郵票。