



**BUILD KING HOLDINGS LIMITED**  
*(Incorporated in Bermuda with limited liability)*  
**(Stock Code: 00240)**

Date as postmarked

Dear Shareholders,

**Instruction in relation to future Corporate Communications**

For the protection of the environment and the saving of mailing cost, Build King Holdings Limited (the “Company”) will deliver its Corporate Communications<sup>Note</sup> to Shareholders in English and/or Chinese version(s) in printed form or through the Company’s website.

The purpose of this letter is to ascertain Shareholders’ choice of language and means of receipt of the Company’s Corporate Communications.

In Form A as attached, please indicate whether, in the future, you wish to receive the Company’s Corporate Communications:

- in printed form; or
- through electronic means on the Company’s website,

and, if in printed form, whether you wish to receive:

- the English version only; or
- the Chinese version only; or
- both the English and Chinese versions.

Please complete Form A and return it to the Company’s Branch Share Registrar.

If we do not receive the reply, we will send the printed Chinese version of future Corporate Communications to all Hong Kong Shareholders who are natural persons with a Chinese name using a Hong Kong address, and the printed English version to all overseas Shareholders and all Hong Kong Shareholders (other than natural persons with a Chinese name) using a Hong Kong address. Whether a Shareholder is a Hong Kong or an overseas Shareholder will be determined by the address of that Shareholder appearing in the register of members of the Company maintained by the Company’s Branch Share Registrar.

If you choose electronic means, we will send you an e-mail notification of the release of the relevant Corporate Communications on the Company’s website on the day such corporate communication(s) is/are sent to Shareholders. Alternatively, if the electronic means is chosen, but you have not provided your e-mail address, printed Corporate Communications will be sent out in accordance with the arrangements described in the previous paragraph.

After your election, you may choose to change your choice of language and/or means of receipt at any time, free of charge, by completing and returning the Change Request Form to the Company’s Branch Share Registrar by post or by email to “buildking240-ecom@hk.tricorglobal.com”. A copy of the Change Request Form will be sent to you together with future Corporate Communications.

Both the English and Chinese versions of future Corporate Communications will be available from the Company’s Branch Share Registrar (Tricor Progressive Limited of 26th Floor, Tesbury Centre, 28 Queen’s Road East, Wanchai, Hong Kong) upon request, and the same will also be available on the Company’s website (<http://www.buildking.hk>) after they have been despatched. If you have any queries relating to this letter, please call the hotline of the Company’s Branch Share Registrar at (852) 2980 1768 from 9:00 a.m. to 5:30 p.m. on Monday to Friday (excluding public holidays).

Yours faithfully,  
For and on behalf of  
**Build King Holdings Limited**  
**Chang Kam Chuen, Desmond**  
*Company Secretary*

Attachment: as mentioned

*Note:* Corporate Communications mean any document issued or to be issued by the Company for the information or action of the holders of any of the Company’s securities as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to:

- (1) the directors’ report and annual accounts together with a copy of the auditors’ report and, where applicable, the summary financial report;
- (2) the interim report and, where applicable, the summary interim report;
- (3) a notice of meeting;
- (4) a listing document;
- (5) a circular; and
- (6) a proxy form.