



**Burwill Holdings Limited**

**寶威控股有限公司**

*(incorporated in Bermuda with limited liability)*

**(Stock Code: 24)**

27 April 2018

Dear Shareholder(s),

**Election of Means of Receipt and Language of Corporate Communications**

Burwill Holdings Limited ("Company") is writing to seek your election regarding the means of receipt and the language of corporate communications ("Corporate Communications") of the Company to be dispatched in the future. Corporate Communications include but are not limited to the Company's (a) annual reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.

You may choose one of the options set out below:

- (1) to read all future Corporate Communications published on the website of the Company at [www.burwill.com](http://www.burwill.com) ("Website Version") instead of receiving printed copies, and to receive a written notification either by post for the publication of the relevant Corporate Communications on the website of the Company; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both printed English and Chinese versions of all future Corporate Communications.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends that you elect the Website Version option.

To make your election, please mark "X" in the appropriate box in the enclosed reply form (with a pre-paid postage mailing label at the bottom of the reply form<sup>#</sup>) and sign and return the same to the Company c/o the branch share registrar of the Company ("Branch Share Registrar"), Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

**If the Company does not receive the enclosed reply form duly completed and signed by you or does not receive a response indicating an objection from you by 27 May 2018, you will be deemed to have agreed to the Website Version instead of receiving printed copies of all future Corporate Communications.**

You have the right at any time to change your elected means of receipt and choice of language of the Corporate Communications by providing reasonable prior notice in writing to the Company c/o the Branch Share Registrar or by sending an e-mail to [burwill.ecom@computershare.com.hk](mailto:burwill.ecom@computershare.com.hk). If for any reason you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company will, upon your request in writing or by e-mail, promptly send the printed version(s) of the Corporate Communications to you free of charge.

Please note that (a) the printed versions of the Corporate Communications in English and Chinese will be available from the Company and the Branch Share Registrar upon request, and (b) the Website Version of both English and Chinese of the Corporate Communications will be available on the website of the Company at [www.burwill.com](http://www.burwill.com) and on the website of the Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries relating to this letter, please contact the service hotline of the Company's Branch Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

By order of the Board  
**Burwill Holdings Limited**  
**Kwok Wai Lam**  
Director

<sup>#</sup> If the mailing label is used for posting in Hong Kong, no postage stamp is required. Please affix appropriate postage stamp when posting outside Hong Kong.



**Burwill Holdings Limited**

**寶威控股有限公司**

(於百慕達註冊成立之有限公司)

(股份代號: 24)

### 選擇公司通訊之收取方式及語言版本

寶威控股有限公司（「本公司」）特此致函閣下就本公司日後刊發之公司通訊（「公司通訊」）之收取方式及語言版本作出選擇。公司通訊包括但不限於本公司的（a）年度報告及（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。

閣下可選擇以下其中一種方式：

- (1) 閱覽所有日後在本公司網站（[www.burwill.com](http://www.burwill.com)）登載的公司通訊（「網上版本」），以代替收取印刷本，並以郵遞方式收取有關已在本公司網站登載的公司通訊之書面通知；或
- (2) 僅收取所有日後公司通訊的英文印刷本；或
- (3) 僅收取所有日後公司通訊的中文印刷本；或
- (4) 同時收取所有日後公司通訊的英文及中文印刷本。

為響應環保及節省印刷與郵遞之費用，本公司建議閣下選擇網上版本。

在行使上述選擇權時，請閣下於回條上適當空格內劃上「X」號，簽署後使用回條下方之已預付郵費郵寄標籤#寄回本公司股份過戶登記分處（「股份過戶登記分處」），香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓。

倘若本公司於**2018年5月27日**或之前仍未收到閣下填妥及簽署之回條或表示反對的回覆，閣下將被視為已同意收取網上版本，以代替收取所有日後公司通訊的印刷本。

閣下可隨時透過本公司股份過戶登記分處預先給予本公司合理時間的書面通知或電郵至 [burwill.ecom@computershare.com.hk](mailto:burwill.ecom@computershare.com.hk)，以更改已選擇之公司通訊之收取方式及語言版本。如因任何理由以致閣下在收取或接收公司通訊網上版本時出現困難，閣下可以書面或電郵方式提出要求，本公司將盡快向閣下免費寄發公司通訊的印刷本。

敬請注意：（a）閣下可提出要求向本公司及股份過戶登記分處索取公司通訊的英文及中文印刷本及（b）公司通訊的英文及中文網上版本將會登載於本公司網站（[www.burwill.com](http://www.burwill.com)）及香港交易及結算所有限公司網站（[www.hkexnews.hk](http://www.hkexnews.hk)）。

如閣下對本函件有任何疑問，請於辦公時間內（星期一至星期五上午9時正至下午6時正，香港公眾假期除外）致電本公司股份過戶登記分處熱線（852）2862 8688查詢。

此致  
列位股東 台照

承董事局命  
寶威控股有限公司  
郭偉霖  
董事

2018年4月27日

#如在香港使用郵寄標籤投寄毋須貼上郵票。在香港以外地區投寄需貼上郵票。