

sincere先施

THE SINCERE COMPANY, LIMITED

先施有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock code: 0244)

(股份代號：0244)

NOTIFICATION LETTER 通知信函

26 April 2024

Dear Non-registered Shareholders^(Note 1),

The Sincere Company, Limited (the “Company”)

– Notice of publication of the annual report for the year ended 31 December 2023 and the circular dated 26 April 2024 including notice of annual general meeting (the “Current Corporate Communication”)

The English and Chinese versions of the Current Corporate Communication is available on the website of the Company at www.sincere.com.hk and the website of Hong Kong Exchanges and Clearing Limited (the “Stock Exchange”) at www.hkexnews.hk. You may access the Current Corporate Communication through the websites of the Company and the Stock Exchange.

If you wish to receive printed version(s) of the Current Corporate Communication, please complete the Request Form on the reverse side of this letter and return it to the Company c/o the Share Registrar by using the mailing label (applicable for posting within Hong Kong only) or by email with a scanned copy of the duly completed and signed Request Form to 244-ecom@hk.tricorglobal.com. The Request Form may also be downloaded from the website of the Company at www.sincere.com.hk or the website of the Stock Exchange at www.hkexnews.hk.

Please note that by completing and returning the Request Form to request for the printed version(s) of the Current Corporate Communications, you will expressly indicate that your instruction to receive printed version(s) will apply to all future Corporate Communications^(Note 2) of the Company to be sent to you until you notify the Share Registrar to the contrary or you cease to hold any shares of the Company.

Should you have any questions in relation to this letter, please call the dial-up hotline at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,
For and on behalf of
The Sincere Company, Limited
Lin Xiaohui
Chairman

Notes:

- This letter is addressed to Non-registered Shareholders whose shares in the Company are held in the Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications from the Company.
- Corporate communications mean any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities, which include but are not limited to (a) directors' report, its annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) 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.

致列位非登記股東^(附註1)：

先施有限公司(「本公司」)

– 截至二零二三年十二月三十一日止年度之年報及日期為二零二四年四月二十六日之通函(包括股東週年大會通告)(「本次公司通訊」)之發佈通知

本次公司通訊之中、英文版本已上載於本公司網站www.sincere.com.hk及香港交易及結算所有限公司(「聯交所」)網站www.hkexnews.hk。閣下可透過本公司及聯交所網站瀏覽本次公司通訊。

如閣下欲收取本次公司通訊印刷本，請填妥在本函背面之申請表格，並使用郵寄標籤(僅適用於香港投寄)透過股份過戶登記處寄回至本公司或將已填妥及簽署之申請表格的掃描副本電郵至244-ecom@hk.tricorglobal.com。申請表格亦可於本公司網站www.sincere.com.hk或聯交所網站www.hkexnews.hk內下載。

請注意，當閣下填寫及交回申請表格以索取本次公司通訊印刷本後，即表示確認閣下收取印刷本之指示將適用於本公司今後所有之公司通訊^(附註2)，直至閣下通知股份過戶登記處另作安排或停止持有任何本公司股份。

倘若閣下有任何與本函內容有關的疑問，請於辦公時間內(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)致電電話熱線(852) 2980 1333查詢。

代表
先施有限公司
主席
林曉輝
謹啟

二零二四年四月二十六日

附註：

- 本函致持有之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，表示欲收取公司通訊的非登記股東。
- 公司通訊指本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，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。

Non-registered Shareholder's information (English full name and address)
非登記股東資料 (英文全名及地址)

REQUEST FORM 申請表格

To: **The Sincere Company, Limited (the "Company")**
(Stock Code: 244)
c/o Tricor Tengis Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

致: 先施有限公司(「本公司」)
(股份代號: 244)
經卓佳登捷時有限公司
香港夏愨道16號遠東金融中心17樓

I/We would like to receive all future Corporate Communications^(note 6) of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取日後本公司之公司通訊^(附註6):

(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)

- to receive the **printed English version** of all future Corporate Communications ONLY; OR
僅收取所有日後公司通訊之英文印刷本; 或
- to receive the **printed Chinese version** of all future Corporate Communications ONLY; OR
僅收取所有日後公司通訊之中文印刷本; 或
- to receive both the **printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之英文及中文印刷本。

Non-registered Shareholder's full name
非登記股東全名:

Signature
簽署:

(Please use ENGLISH BLOCK CAPITAL 請用英文大楷填寫)

Address
地址:

(Please use ENGLISH BLOCK CAPITAL 請用英文大楷填寫)

Contact telephone number
聯絡電話號碼:

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 閣下清楚填妥所有資料。本公司將有酌情權決定任何未有清楚填妥或填寫不正確之申請表格無效。
- By selecting to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
於選擇收取公司通訊之網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
- 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 Request Form in order to be valid.
如屬聯名股東, 則本申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署, 方為有效。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company c/o the share registrar and the transfer office of the Company (the "Share Registrar"), Tricor Tengis Limited, by reasonable prior notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 244-ecom@hk.tricorglobal.com.
上述指示適用於將來發送予 閣下之所有日後公司通訊, 直至 閣下透過本公司之股份過戶登記處(「股份過戶登記處」)卓佳登捷時有限公司發出合理之書面通知至香港夏愨道16號遠東金融中心17樓或電郵至244-ecom@hk.tricorglobal.com以通知本公司更改有關指示為止。
- 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。
- Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) directors' report, annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) interim report and, where applicable, its summary interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.
公司通訊指本公司發出或將予發出以供其任何證券的持有人參照或採取行動之文件, 包括但不限於: (a)董事會報告、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)代表委任表格。
- This letter is addressed to Non-registered Shareholders whose shares in the Company are held in the Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications from the Company.
本函致持有之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, 表示欲收取公司通訊的非登記股東。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "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.
本聲明中之「個人資料」相等於《個人資料(私隱)條例》(第486章)(「私隱條例」)所定義之「個人資料」, 當中可能包括但不限於 閣下之姓名、聯絡電話號碼、電郵地址及郵寄地址。
- (ii) 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 閣下選擇之方式收取公司通訊。本公司將在有需要之期間, 保存 閣下之個人資料作核實及記錄用途。
- (iii) 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 in writing by either of the following means:
閣下有權根據《私隱條例》中的條款, 查閱及/或修改 閣下之個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出:

By mail to: Privacy Compliance Officer
Tricor Tengis Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

郵寄至: 私隱事務主任
卓佳登捷時有限公司
香港夏愨道16號遠東金融中心17樓

By email to: is-enquiries@hk.tricorglobal.com
電郵至: is-enquiries@hk.tricorglobal.com

MAILING LABEL 郵寄標籤

Tricor Tengis Limited
卓佳登捷時有限公司
Freeport No. 簡便回郵號碼10 GPO
Hong Kong 香港
The Sincere Company, Limited (244)
先施有限公司(244)

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
閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。
如在本港投寄, 閣下無須貼上郵票