



首程控股有限公司 SHOUCENG 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)

5 April 2025

Dear Registered Shareholders,

Notification of publication of 2024 Annual Report and the Circular relating to Proposals for General Mandates to Issue and Buy Back Shares, Re-election of Retiring Director, Proposed Amendments to the Articles of Association and Adoption of the New Articles of Association and Notice of Annual General Meeting* together with the Proxy Form (collectively, the “Documents”) and 2024 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 and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at 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, or printed copies of the Documents are enclosed according to your previous election.

The 2024 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.

You may at any time choose to receive Corporate Communications⁽¹⁾ free of charge either in printed form or via the Company’s website (“Website Version”) instead of receiving printed copies, and to receive by email (i) notifications of the publication of the Corporate Communications on the Company’s website and (ii) all future Actionable Corporate Communications⁽²⁾ in electronic form. It is the responsibility of registered shareholders to provide a valid email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing Part B of the Change Request Form on the reverse side of this letter and signing and returning 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. If no email address is provided or the email address provided is not functional (where the system-generated “non-delivery message” is received), (i) a notification letter of the publication of the Corporate Communications on the Company’s website and (ii) the Actionable Corporate Communications will be sent to you by post at your address as appears in the Company’s register of members until such time that a valid email address is provided to the Share Registrar.

If you have difficulty in receiving or gaining access to the Website Version of the Documents or would like to receive printed copies of the Documents, please complete Part A of the Change Request Form on the reverse side of this letter and sign and return it to the Share Registrar at the abovementioned address by using the enclosed mailing label. The Change Request Form may also be downloaded from the website of the Company or HKEX. The Company will promptly upon your request send the Documents to you in printed form free of charge.

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@vistra.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 Wednesday, 30 April 2025 at 5th Floor, Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wanchai, Hong Kong.

Notes:

- (1) “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.
- (2) “Actionable Corporate Communications” refer to any Corporate Communications from the Company that seeks instructions from the securities holders of the Company on how they wish to exercise their rights or make an election as the securities holders of the Company. For the avoidance of doubt, notices of general meetings and proxy forms are not regarded as Actionable Corporate Communications.

致登記股東：

登載2024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、建議修訂組織章程細則及採納新組織章程細則及股東周年大會*通告之通函及代表委任表格(統稱「該等文件」)以及2024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及香港交易及結算所有限公司(「香港交易所」)網站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，或本公司已按 閣下先前的選擇附上該文件的印刷本。

僅以電子形式發佈的2024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。

閣下可隨時選擇收取公司通訊⁽¹⁾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(i)公司通訊已在本公司網站登載的通知函及(ii)日後所有可供採取行動的公司通訊⁽²⁾電子版本。登記股東有責任提供有效的電郵地址。如 閣下尚未提供 閣下之電郵地址予本公司，或需更新 閣下之電郵地址，本公司建議 閣下填妥本函背面的更改申請表格的乙部，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)。如 閣下未有提供電郵地址或所提供的電郵地址無效(即收到系統生成的「發送失敗訊息」)，則會按 閣下在本公司股東名冊上所示之地址向 閣下郵寄(i)公司通訊已在本公司網站登載的通知函及(ii)可供採取行動的公司通訊，直至股份登記處收到 閣下有效的電郵地址為止。

若 閣下收取或接收該等文件的網上版本出現困難或欲收取該等文件的印刷本，請填妥本函背面的更改申請表格的甲部，並於簽署後使用隨附的郵寄標籤寄回股份登記處，地址如上。更改申請表格亦可於本公司網站或香港交易所網站內下載。本公司將應 閣下的要求盡快向 閣下發送該等文件的印刷本，費用全免。

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@vistra.com。

代表
首程控股有限公司
趙天陽
主席
謹啟

2025年4月5日

* 本公司股東周年大會將於2025年4月30日(星期三)上午10時正假座香港灣仔告士打道56號東亞銀行灣仔中心5樓舉行。

附註：

- (1) 「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。
- (2) 「可供採取行動的公司通訊」指本公司任何涉及要求本公司證券持有人指示其擬如何行使其有關本公司證券持有人的權利或作出選擇的公司通訊。為免出現疑問，股東大會通告及代表委任表格不被視為可供採取行動的公司通訊。

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」)**
由卓仕登捷時有限公司轉交
香港夏愨道16號
遠東金融中心17樓

(Please mark a "✓" in the following box to indicate your choice and consent)
(請在下列方框內劃上「✓」號以示閣下的選擇及同意)

Part B – To change the choice of means of receipt of all future Corporate Communications#:
乙部 – 更改日後所有公司通訊#的收取方式：

(Please mark a "✓" in ONLY ONE of the following boxes to indicate your choice and consent)
(請僅在下列其中一個方格內劃上「✓」號以示閣下的選擇及同意)

Email Address
電郵地址

(請用**正楷**填寫。本公司日後僅將(i)公司通訊已在本公司網站登載的通知函及(ii)日後所有可供採取行動的公司通訊電子版本發送至如上提供之電郵地址(如有)。如閣下未有提供電郵地址或所提供的電郵地址無效(即收到系統生成的「發送失敗訊息」),則會按閣下在本公司股東名冊上所示之地址向閣下郵寄(i)公司通訊已在本公司網站登載的通知函及(ii)可供採取行動的公司通訊。)

Shareholder's full name:
股東全名：

Signature:
簽名：

(in block letters 以正楷填寫)

Address:
地址：

Contact 1
聯絡電話

Date:
日期:

Notes 附註：

1. The annual general meeting of the Company will be held at 10:00 a.m. on Wednesday, 30 April 2025 at 5th Floor, Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wanchai, Hong Kong. 本公司股東周年大會將於2025年4月30日(星期三)上午10時正假座香港灣仔告士打道56號東亞銀行灣仔中心5樓舉行。
2. Please complete all your details clearly. Any Change Request Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company. 請清楚填妥所有資料。本公司將有的酌情權決定任何未清楚填妥或填寫不正確之更改申請表格無效。
3. If Part A or Part B has more than one box marked (✓), no box marked (✓), no signature or any other errors during completion, this Change Request Form will be void. 如在本甲部或乙部作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本更改申請表格將會作廢。
4. The instruction under Part B above will apply to all future Corporate Communications to be sent to you until you inform us otherwise. 上述乙部的指示將適用於向 閣下發出的日後所有公司通訊，直至 閣下另行通知為止。
5. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications. 如本公司沒有收到 閣下的有效電郵地址，則 閣下將無法取得有關發佈公司通訊的通知。
6. If your names 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 Change Request Form to be valid. 如屬聯名股東，則本更改申請表格須由該名其姓名首先列於本公司股東登記冊上的聯名股東簽署方為有效。
7. For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form. 為免存疑，本公司概不接受於本更改申請表格上書寫之任何額外指示。
8. "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. 「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攷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)會議通知；(d)上市文件；(e)函件；及(f)代表委任表格。
9. "Actionable Corporate Communications" refer to any corporate communication from the Company that seeks instructions from securities holders of the Company on how they wish to exercise their rights or make an election as the securities holders of the Company. 「可供採取行動的公司通訊」指本公司任何涉及要求本公司證券持有人指示其擬如何行使其有關本公司證券持有人的權利或作出選擇的公司通訊。為免出現疑問，股東大會通告及代表委任表格不被視為可供採取行動的公司通訊。

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.

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。

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: Data Privacy Officer
Tricor Tengis Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

By email to: is-enquiries@vistra.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@vistra.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 Change Request Form to us.

No postage stamp is required for local mailing.

倘閣下寄回此更改申請表格，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。