



TSIT WING INTERNATIONAL HOLDINGS LIMITED

捷榮國際控股有限公司*

(Incorporated in the Bermuda with limited liability)

(Stock Code: 2119)

20 January 2023

Dear Shareholder(s),

ELECTION OF MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS

Tsit Wing International Holdings Limited (the “Company”) offers its Shareholders the choice to receive Corporate Communications: (i) in printed form in bilingual in English and Chinese; or (ii) by electronic means through the Company’s group website to the extent permitted under the applicable laws and the Company’s constitutional documents.

“Corporate Communications” includes any document issued or to be issued by the Company for your information or action, including but not limited to, directors’ report, annual accounts together with a copy of the auditors’ report, interim report, the notice of meeting, listing document, circular and proxy form.

You are entitled to change your election of means of receipt of future Corporate Communications at any time by serving reasonable written notice: (i) through the Company’s share registrar in Hong Kong, Tricor Investor Services Limited (the “Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or (ii) by email to 2119-ecom@hk.tricorglobal.com, in either way, specifying your name, telephone number, address and the request.

Also, notwithstanding that you may have elected (or are deemed to have elected) to access all Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, you will, upon your request in writing or by email to 2119-ecom@hk.tricorglobal.com to the Company c/o the Share Registrar, be sent the latest Corporate Communication(s) in printed form free of charge within reasonable time. Printed notification will be sent to you by post at your address as appearing on our register of members maintained by the Share Registrar or at any other address you have provided to us for such purpose.

Printed copy of Corporate Communications will be available from the Share Registrar on request, and electronic copy will be available on the Company’s group website at www.twcoffee.com and HKExnews website at www.hkexnews.hk.

ACTION TO BE TAKEN

Please tick the appropriate box in the enclosed Reply Form, sign and return it to the Share Registrar by post using the freepost mailing label provided at the bottom of the Reply Form (if posted in Hong Kong) on or before 20 February 2023 (the “Relevant Date”).

If we do not receive the duly completed and signed Reply Form by the Relevant Date, you will be deemed to have elected to access all Corporate Communications by electronic means through the Company’s group website until you otherwise inform us by reasonable notice in writing.

Should you have any queries relating to this letter or the above arrangements, please call the Share Registrar’s Customer Service 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

Tsit Wing International Holdings Limited

Fan Yee Man

Executive Director and Company Secretary

* For identification purpose only

Name(s) and address of Shareholder(s):
股東姓名及地址：

REPLY FORM 回條

To: **Tsit Wing International Holdings Limited (the “Company”)**
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

致：捷榮國際控股有限公司(「貴公司」)
由卓佳證券登記有限公司轉交
香港夏慤道16號遠東金融中心17樓

I/We would like to receive **all future** Corporate Communications: (Notes 1&2)
本人/我們希望以如下所示方式收取日後所有公司通訊：(附註1&2)

(Please mark “✓” on one of the following boxes 請在下列其中一個方格內劃上「✓」號)

- by electronic means through the Company’s group website (www.twcoffee.com) instead of in printed form, with a mail notification of the publication of Corporate Communications; or
透過貴公司集團資訊網站(www.twcoffee.com)以電子方式獲取公司通訊代替印刷本，並於有關公司通訊登載時向本人/我們發出郵遞通知；或
- in printed form in Bilingual in English and Chinese 收取英、中文雙語印刷本。

Signature:

簽署：_____

Name:

姓名：_____ (English 英文)
(in block letters 請以正楷填寫)

_____ (Chinese 中文)

Date:

日期：_____

Telephone number:

聯絡電話：_____

Notes 附註:

- “Corporate Communications” is as defined in the letter for election of means of receipt of corporate communications enclosed herewith.
「公司通訊」的定義載於隨附之選擇公司通訊收取形式的函件內。
- Any form with no box ticked, with no signature or otherwise incorrectly completed will be void.
如在本表格未有作出選擇、未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- Printed notification of publication of Corporate Communication(s), will be sent to you by post at your address as appearing on the register of members maintained by our share registrar or at any other address you have provided to us for such purpose.
我們將透過郵遞方式，按閣下於我們在證券登記處存置的股東名冊上所示地址或任何由閣下向我們提供作該用途的地址，向閣下寄發公司通訊登載通知的印刷本。
- If we do not receive this Reply Form duly completed and signed by 20 February 2023, you will be deemed to have elected to access all Corporate Communications by electronic means through the Company’s group website.
如我們於2023年2月20日尚未收到經填寫及簽署妥當的本回條，則閣下將被視為已選擇透過本公司集團資訊網站以電子方式獲取所有公司通訊。

PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

- “Personal Data” in these statements has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (the “PDPO”).
本聲明中所指的「個人資料」與《個人資料(私隱)條例》(第486章)的「個人資料」定義相同。
- Your supply of Personal Data to the Company is on a voluntary basis and is used for processing your requests as stated in this form. Failure to provide sufficient information may result in the Company not being able to process such requests.
閣下是自願向本公司提供個人資料，用以處理閣下在本表格上所述的要求。若閣下未能提供足夠資料，本公司可能無法處理該等要求。
- Your Personal Data will not be transferred to other third parties (other than the share registrar of the Company) unless it is otherwise required by law and will be retained for such period as may be necessary for our verification, notification and record purposes.
除按法例另有規定外，閣下的個人資料將不會轉交其他第三方(本公司證券登記處除外)及將在必要期間保留作核實、通知及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request should be addressed to the Personal Data Privacy Officer of the share registrar of the Company, Tricor Investor Services Limited, in writing at the address mentioned at the top of the page, or by call to the customer service hotline at (852) 2980 1333.
閣下有權根據《個人資料(私隱)條例》中的條款查閱及/或修改閣下的個人資料。任何此等要求，均須以書面方式向本公司證券登記處卓佳證券登記有限公司(地址見本頁上方所示)的個人資料私隱主任提出，或致電查詢客戶服務熱線(852) 2980 1333。

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

Please cut the mailing label and stick it
on an envelope when returning this Reply Form to us.
No postage stamp is required if posted in Hong Kong
閣下寄回此回條時，請將郵寄標籤剪貼於信封上。
如在本港投寄，毋須貼上郵票

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No. 簡便回郵號碼: 10 GPO
Hong Kong 香港
Tsit Wing International Holdings Limited
捷榮國際控股有限公司
(2119)