

SANBASE CORPORATION LIMITED

莊皇集團公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)

(Stock code 股份代號: 8501)

NOTIFICATION LETTER 通知信函

25 July 2024

Dear Registered Shareholder,

Sanbase Corporation Limited (the "Company")

- Notice of publication of 2024 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form (the "Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are now available on the Company's website at www.sclhk.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk (the "Website Version"). The Company strongly recommends you to access the Website Version of the Current Corporate Communications and all future Corporate Communications (Note: 1).

If you for any reason have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communication and all future Corporate Communications in printed form, please complete, sign the enclosed Change Request Form and return it to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited (the "Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to 8501-ecom@hk.tricorglobal.com.

It is the responsibility of registered shareholders of the Company (the "Shareholders") to provide a functional 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, signing the enclosed Change Request Form and returning to the Branch Share Registrar at the above-mentioned address by post or by email to 8501-ecom@hk. tricorglobal.com. If the Company does not have your functional email address, until such time that a functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications (the "Notice of Publication") and Actionable Corporate Communications in printed form.

Should you have any queries relating to this notification, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

By order of the Board Sanbase Corporation Limited Wong Sai Chuen

Chairman, Chief Executive Officer and Executive Director

Notes.

- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; (g) a proxy form; and (h) Actionable Corporate Communications.
- Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.

各位登記股東:

莊皇集團公司(「本公司」)

一刊發2024年報、通函、股東週年大會通告及委任表格(「本次公司通訊」)之發佈通知

本公司的本次公司通訊之中、英文版本已上載於本公司網站www.sclhk.com及香港聯合交易所有限公司(「**聯交所**」)之網站www.hkexnews.hk(「**網站版本**」)。我們建議 閣下閱覽本公司本次及日後公司通訊(^{網站1}的網站版本。

如 閣下因任何理由無法以電子郵件方式收取或閱覽公司通訊的網站版本及欲索取本次公司通訊及日後公司通訊的印刷本,請填妥及簽署隨附之更改申請表格,並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處(「股份過戶登記分處」)卓佳證券登記有限公司,地址為香港夏慤道16號遠東金融中心17樓(如在香港投寄毋須貼上郵票),或電郵至8501-ecom@hk.tricorglobal.com。

本公司的登記股東(「股東」)有責任提供有效的電子郵件地址。如 閣下尚未提供 閣下之電子郵件地址予本公司,或需更新 閣下之電子郵件地址,本公司建議 閣下填妥及簽署随附之更改申請表格,並按上述地址以郵寄方式交回本公司的股份過戶登記分處或以電郵方式發送至8501-ecom@hk.tricorglobal.com。如果本公司沒有收到 閣下的有效電子郵件地址, 閣下將(i)無法透過電子郵件方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊(^{Mizz)}。本公司只能以印刷本方式向 閣下發送登載通知及可供採取行動的公司通訊之印刷本予 閣下,直至股份過戶登記分處收到 閣下有效的電子郵件地址為止。

倘 閣下對本通知有任何查詢,請於星期一至星期五(公眾假期除外)上午9時至下午6時,致電股份過戶登記分處熱線(852)29801333。

承董事會命 莊皇集團公司 主席、行政總裁兼執行董事 王世存

2024年7月25日

附註

- 1. 公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾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、公司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)季度報告(如有);(d)會議通告;(e)上市文件;(f)通函;(g)代表委任表格;及(h)可供採取行動的公司通訊。
- 2. 可供採取行動的公司通訊是指任何涉及要求股東指示其擬如何行使其有關股東權利的公司通訊。

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(Stock Code 股份代號: 8501)

更改申請表格 CHANGE REQUEST FORM

Sanbase Corporation Limited (the "Company") (Stock Code: 8501) c/o Tricor Investor Services Limited 17/F, Far East Finance Centre 16 Harcourt Road, Hong Kong

莊皇集團公司(「本公司」) (股份代號:8501) 經卓佳證券登記有限公司 香港夏熱道16號 遠東金融中心17樓

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- Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited or via email to 8501-ecom@hk.tricorglobal.com. 請填妥及簽署本表格,並以隨附已預付郵費的郵寄標籤貼於信封上,寄回本公司之香港股份過戶登記分處卓佳證券登記有限公司,或電郵至8501-ecom@hk.tricorglobal.com 請其妥及簽署本表格,並以隨附已預付郵費的郵寄標籤貼於信封上,寄回本公司之香港股份過戶登記分處卓佳證券登記有限公司,或電郵至8501-ecom@hk.tricorglobal.com

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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, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Investor Services Limited at the above address. 本聲明中所指的「個人資料」與香港法例第486章《個人資料、私隱)條例、「「《個人資料(私隱)條例》」)中「個人資料」的涵義相同。 閣下是自顯提供個人資料,以用於處理 閣下在本表格上所述的指示(「該等再達」)。如 閣下未能提供足夠資料,本公司有可能無法處理 閣下的指示。本公司可說所述的該等用途有關以資料的該等用途间。 股份登記處及/或則為本公司提供行政。電腦及其他服务技术的第二条,以及其他魔主歌中或者有關以合意。实现有有關这方式,股份登記處人資料將在適當期間保留作履行所述的該等用途有關以合意。要接收有關資料之大一。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及紀錄用途)。有關查閱及/或更正個人資料的要求可按照《個人資料(私隱)條例》提出,而有關要求須以書面方式郵寄至卓住證券登記有限公司(地址如上)的個人資料私隱主任。

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 Sanbase (8501)