

## 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)

## CHANGE REQUEST FORM 變更申請表格

Shareholders may at any time change the choice of means of receipt and/or language of the Company's future corporate communications/anate 6) by completing this Change Request Form and returning it to the Company c/o the Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road,

Hong Kong or by email with a scanned copy of the duly completed and signed Change Request Form to 244-ecom@hk.tricorglobal.com. 如股東欲更改日後公司通訊傳送企文收取方式及/或語言版本之選擇,可隨時填寫本變更申請表格,然後送回股份過戶登記處(地址為香港夏慤道16號遠東金融中心17樓)或將已填妥及簽署之變更申請表格的掃描副本電郵至244-ecom@hk.tricorglobal.com,以通知本公司。

I/We would like to receive all future Corporate Communications 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: (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)

	receiving printed copies, and receive an email notification to my/our emathe Company's website; OR	ugh the Company's <b>website at www.sincere.com.hk</b> (the " <b>Website Version</b> ") instead of ill address below or a notification of the publication of the Corporate Communications on 通訊(「網上版本」),以代替收取印刷本,並向本人/吾等之電郵地址發出電郵通知
	My/Our email address: 本人/吾等之電郵地址:	
	(Please ensure information properly filled in for notification of publication of C	Corporate Communication. 請確保資料正確填寫以供通知發佈公司通訊之用。)
	to receive the <b>printed English version</b> of all future Corporate Communic僅收取所有日後公司通訊之英文印刷本;或	
	to receive the <b>printed Chinese version</b> of all future Corporate Communi僅收取所有日後公司通訊之中文印刷本;或	cations ONLY; OR
	to receive both the <b>printed English and Chinese versions</b> of all future C 同時收取所有日後公司通訊之 <b>英文及中文印刷本</b> 。	Corporate Communications.
Shareholder's full name 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 Change 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變更申請表格無效。 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 Change Request Form in order to be valid.
- 如屬聯名股東,則本變更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鬆道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 Change Request Form. 為免存疑,本公司概不接受於本變更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 conjunction of 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。

## 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.
  - 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
- (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

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

私隱事務主任 郵寄至:

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@hk.tricorglobal.com

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 閣下寄回此變更申請表格時,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

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 The Sincere Company, Limited (244) 先施有限公司(244)