



WAI KEE HOLDINGS LIMITED
(Incorporated in Bermuda with limited liability)
(Stock Code: 610)

Date as postmarked

Dear Shareholders,

Instruction in relation to future Corporate Communications

For the protection of the environment and the saving of mailing cost, Wai Kee Holdings Limited (the "Company") will deliver its Corporate Communications ^{Note} to Shareholders in English and/or Chinese version(s) in printed form or through the Company's website.

The purpose of this letter is to ascertain Shareholders' choice of language and means of receipt of the Company's Corporate Communications.

In Notification From as attached, please indicate whether, in the future, you wish to receive the Company's Corporate Communications:

- in printed form; or
- through electronic means on the Company's website,

and, if in printed form, whether you wish to receive:

- the English version only; or
- the Chinese version only; or
- both the English and Chinese versions.

Please complete the Notification From and return it by post using the mailing label at the bottom of the Notification Form (no stamp is required if posted in Hong Kong) or by hand delivery to the Company c/o the Company's Branch Share Registrar, Tricor Secretaries Limited at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong.

If we do not receive the reply, we will send the printed Chinese version of future Corporate Communications to all Hong Kong Shareholders who are natural persons with Chinese names using Hong Kong addresses, and the printed English version to all overseas Shareholders and all Hong Kong Shareholders (other than natural persons with Chinese names) using Hong Kong addresses. Whether a Shareholder is a Hong Kong or an overseas Shareholder will be determined by the address of the Shareholder appearing in the register of members of the Company maintained by the Company's Branch Share Registrar.

If you choose electronic means, we will send you an e-mail notification of the release of the relevant Corporate Communications on the Company's website on the day such corporate communication(s) is/are sent to Shareholders. Alternatively, if the electronic means is chosen, but you have not provided your e-mail address, printed Corporate Communications will be sent out in accordance with the arrangements described in the previous paragraph.

After your election, you may choose to change your choice of language and/or means of receipt at any time, free of charge, by completing and returning the Change Request Form to the Company's Branch Share Registrar by post or by email to "waikee610-ecom@hk.tricorglobal.com". A copy of the Change Request Form will be sent to you together with future Corporate Communications.

Both the English and Chinese versions of future Corporate Communications will be available from the Company's Branch Share Registrar (Tricor Secretaries Limited of 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong) upon request, and the same will also be available on the Company's website (<http://www.waikee.com>) after they have been despatched. If you have any queries relating to this letter, please call the hotline of the Company's Branch Share Registrar at (852) 2980 1333 from 9:00 a.m. to 5:30 p.m. on Monday to Friday (excluding public holidays).

Yours faithfully,
For and on behalf of
Wai Kee Holdings Limited
Anriena Chiu Wai Yee
Company Secretary

Attachment as mentioned

Note: Corporate Communications mean any document issued or to be issued by the Company for the information or action of the holders of any of the Company securities as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to:

- (1) the directors' report and annual accounts together with a copy of the auditors' report and, where applicable, the summary financial report;
- (2) the interim report and, where applicable, the summary interim report;
- (3) a notice of meeting;
- (4) a listing document;
- (5) a circular; and
- (6) a proxy form.

NOTIFICATION FORM 通知表格

To: **Wai Kee Holdings Limited (the "Company")**
(Stock Code: 610)
c/o Tricor Secretaries Limited
17/F., Far East Finance Centre
16 Harcourt Road, Hong Kong

致: 惠記集團有限公司 (「本公司」)
(股份代號: 610)
經卓佳秘書商務有限公司
香港夏愨道16號
遠東金融中心17樓

I/We would like to receive the Company's future corporate communications:
本人/吾等希望日後以下列方式收取本公司之公司通訊:

(Please tick **ONE** of the following boxes.) (請在其中一個空格內加上「✓」號。)

- in printed form in English version only; or
只收取英文版印刷本; 或
- in printed form in Chinese version only; or
只收取中文版印刷本; 或
- in printed forms in both English and Chinese versions; or
同時收取英文和中文版印刷本; 或
- through electronic means instead of printed form (i.e. by receiving from the Company's Branch Share Registrar, an e-mail notification of the publication of the relevant corporate communications on the Company's website (<http://www.waikee.com>) on the date of despatch of such corporate communications).
以電子方式取代印刷本 (即於本公司向股東寄發公司通訊當日, 接受由本公司之股份過戶登記分處以電子郵件知會本公司通訊已載於本公司網址(<http://www.waikee.com>)上)。

My/Our e-mail address:
本人/吾等的電郵地址: _____

(for notification of release of Corporate Communications)
(供收取發佈公司通訊網上電子版本之用)

Signature(s):
簽名: _____

Date:
日期: _____

Name(s) of Shareholder(s) in English
(Please use **BLOCK LETTERS**)
股東的英文名稱 (請以大楷書寫)

Name(s) of Shareholder(s) in Chinese
股東的中文名稱

Contact Telephone Number 聯絡電話號碼

Notes:
附註:

- The above instruction will apply to all corporate communications of the Company to be sent to you until you inform us otherwise.
上述指示將適用於本公司發出的所有公司通訊, 直至閣下另行通知為止。
- If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the Company's register of members should sign this Form in order for it to be valid.
如任何股份以聯名方式持有, 則所有聯名持有人或名列本公司股東名冊的首名聯名持有人須於本表格上簽署, 方為有效。
- Both printed English and Chinese versions of all the Company's future corporate communications will be available from the Company's Branch Share Registrar (Tricor Secretaries Limited of 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong) on request. They will also be available on the Company's website (<http://www.waikee.com>).
本公司股份過戶登記分處 (卓佳秘書商務有限公司, 地址為香港夏愨道16號遠東金融中心17樓) 將可應要求提供所有日後本公司的公司通訊的英文及中文版印刷本。公司通訊亦載列本公司網址(<http://www.waikee.com>)上。
- If you have any queries relating to the completion of this Form, please call the hotline of the Company's Branch Share Registrar at (852) 2980 1333 from 9:00 a.m. to 5:30 p.m. on Monday to Friday (excluding public holidays).
如閣下對填寫本表格有任何疑問, 請於星期一至星期五上午9時至下午5時30分 (公眾假期除外), 致電本公司股份過戶登記分處熱線(852) 2980 1333查詢。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your supply of personal data is on a voluntary basis for the purpose of verifying and recording your choice of language and means of receipt of Corporate Communications of the Company and the delivery of those Corporate Communications. We may transfer or disclose your personal data to the Company's Branch Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or correction of your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486 of the laws of Hong Kong). Any such request for access to and/or correction of your personal data should be in writing by either of the following means:

閣下是自願提供 閣下的個人資料以用於核實及記錄 閣下收取本公司公司通訊的語言版本和收取方式的選擇, 以及傳送公司通訊。我們可就上述用途將 閣下的個人資料轉移或披露給本公司股份過戶登記分處及/或其他公司或團體, 或按法例規定作出轉移或披露, 並將在適當期間內保留該等個人資料作核實及記錄用途。閣下有權根據《個人資料(私隱)條例》(香港法例第486章)的條文查閱及/或修改 閣下的個人資料。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 郵寄至: Personal Data Privacy Officer 個人資料私隱主任
Tricor Secretaries Limited 卓佳秘書商務有限公司
17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong 香港夏愨道16號遠東金融中心17樓

By email to 電郵至: waikee610-ecom@hk.tricorglobal.com

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



Please cut the mailing label and stick this on an envelope
to return the Notification Form to us.

No postage stamp is required for local mailing

閣下寄回此通知表格時, 請將此郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票

Tricor Secretaries Limited
卓佳秘書商務有限公司
Freepost No. 簡便回郵號碼: 10 GPO
Hong Kong 香港