



HONG KONG FERRY (HOLDINGS) COMPANY LIMITED

香港小輪（集團）有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 50)

22 April 2020

Dear Shareholders,

Election of Language and Means of Receipt of Corporate Communications

Pursuant to Rules 2.07A and 2.07B of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), the Companies Ordinance, Chapter 622 of the Laws of Hong Kong, and the articles of association of Hong Kong Ferry (Holdings) Company Limited (the “**Company**”), the Company is making available the following options for you to elect for the receipt of future corporate communication(s) of the Company (the “**Corporate Communication(s)**”), which means any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities as defined in Rule 1.01 of the Listing Rules, including but not limited to the directors’ report, annual accounts together with a copy of the auditor’s report (and where applicable, the summary financial report), the interim report (and where applicable, the summary interim report), notices of meetings, listing documents, circulars and proxy forms in the following manners:

- (i) to receive all future Corporate Communications by electronic means on the Company’s website at www.hkf.com in place of printed copies and receive an email notification or a notification letter of the publication of Corporate Communications on the Company’s website; or
- (ii) to receive the printed English version of all future Corporate Communications only; or
- (iii) to receive the printed Chinese version of all future Corporate Communications only; or
- (iv) to receive both the printed English and Chinese versions of all future Corporate Communications.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to elect to receive all future Corporate Communications by electronic means. To make your election, please mark “X” in the appropriate box on the enclosed reply form (the “**Reply Form**”) and sign and return it by post or by hand to the Company’s share registrar (the “**Share Registrar**”), Tricor Standard Limited at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp on the envelope when returning your Reply Form. Otherwise, please affix an appropriate stamp. The Reply Form may also be downloaded from the Company’s website at www.hkf.com or the website of Hong Kong Exchanges and Clearing Limited (“**HKEx**”) at www.hkexnews.hk.

If the Company does not receive a duly completed and signed Reply Form from you (or another response from you indicating that you object to receiving the Corporate Communications in electronic form on the Company’s website) on or before 20 May 2020, you will be deemed, until you inform the Company otherwise by reasonable notice (of not less than 7 days) in writing at the offices of the Share Registrar at the above address or by email to hkf50-ecom@hk.tricorglobal.com, to have consented to receive all future Corporate Communications by electronic means through the Company’s website instead of receiving them in printed form. In that event, when the Company makes a Corporate Communication, it will only send to you notification that the Corporate Communication has been made available on the Company’s website. The notification will be sent to you by email (if you have provided an email address) or (if you have not provided an email address) by post to you at your address as it appears in the Company’s register of members maintained by the Share Registrar.

You are entitled at any time by reasonable notice (of not less than 7 days) in writing to the Share Registrar at the above address or by email to hkf50-ecom@hk.tricorglobal.com to change the choice of language and means of receipt of the Corporate Communications. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, the Company will promptly, upon your request in writing to the Share Registrar at the above address or by email to hkf50-ecom@hk.tricorglobal.com, send the Corporate Communications to you in printed form free of charge.

Please note that (i) printed copies of the Corporate Communications in both English and Chinese are available from the Company or the Share Registrar upon request; and (ii) both language versions of the Corporate Communications are also available on the Company’s website at www.hkf.com for at least 5 years from the date of first publication and on the HKEx’s website at www.hkexnews.hk.

Should you have any queries in relation to this letter, please call the telephone hotline of the Company’s Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board
Hong Kong Ferry (Holdings) Company Limited
香港小輪（集團）有限公司
Yuen Wai Kuen
Company Secretary

Notes

附註：

1. Terms used in this Reply Form shall bear the same meanings as those defined in the letter to the Shareholders dated 22 April 2020.
本回條中所用之詞彙與日期為二零二零年四月二十二日寄發予股東之函件所界定者具有相同涵義。
 2. Please complete all your details clearly. If no box, or more than one box, marked "X", or otherwise incorrectly completed will be voided.
請 閣下清楚填妥所有資料。倘未有在任一個方格內或在超過一個方格內劃上「X」號或以其他不正確的方式填寫，將告無效。
 3. If the Company does not receive a duly completed and signed Reply Form by 20 May 2020, you will be deemed to have consented to receive the website version of the Corporate Communications only until and unless you notify otherwise by reasonable notice (of not less than 7 days) in writing to the Company c/o the Share Registrar, Tricor Standard Limited at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by email to hkf50-ecom@hk.tricorglobal.com.
倘本公司於二零二零年五月二十日或之前未有收到妥為填寫及簽署之回條，則 閣下將被視為已同意僅收取公司通訊的網上版本，直至及除非 閣下發出合理時間的書面通知（不少於7日）予本公司（經股份過戶登記處（卓佳標準有限公司）轉交），地址為香港皇后大道東183號合和中心54樓或以電郵方式發送至 hkf50-ecom@hk.tricorglobal.com 另作通知為止。
 4. By selection to read the website version of the Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
在選擇瀏覽登載在本公司網站的公司通訊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文件印刷本的權利。
 5. 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 Reply Form in order to be valid.
如屬聯名股東，則本回條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。
 6. The above instructions will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice (of not less than 7 days) in writing to the Company c/o the Share Registrar, Tricor Standard Limited at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by email to hkf50-ecom@hk.tricorglobal.com.
上述指示適用於將寄發予本公司股東之所有日後公司通訊，直至 閣下發出合理時間的書面通知（不少於7日）予本公司（經股份過戶登記處（卓佳標準有限公司）轉交），地址為香港皇后大道東183號合和中心54樓或以電郵方式發送至 hkf50-ecom@hk.tricorglobal.com 另作通知為止。
 7. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.
為免存疑，任何在本回條上的手寫特別指示，本公司將不予接受。
- * "Corporate Communication(s)" means any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities as defined in Rule 1.01 of the Listing Rules, including but not limited to the directors' report, annual accounts together with a copy of the auditor's report (and where applicable, the summary financial report), the interim report (and where applicable, the summary interim report), notices of meetings, listing documents, circulars and proxy forms.
- * 「公司通訊」乃公司發出或將予發出以供其任何《上市規則》第1.01條界定的證券之持有人參照或採取行動的任何文件，其中包括但不限於董事會報告、年度賬目連同核數師報告及（如適用）財務摘要報告、中期報告及（如適用）中期摘要報告、會議通告、上市文件、通函及委派代表書。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
本聲明中所指的「個人資料」具有香港法例第486章《個人資料（私隱）條例》（「**私隱條例**」）中「個人資料」的涵義。
- (ii) Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions.
閣下是自願向本公司提供個人資料。若 閣下未能提供足夠資料，本公司可能無法處理 閣下之指示。
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar (Tricor Standard Limited), and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.
本公司可就任何所說明的用途，將 閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記處（卓佳標準有限公司）、及／或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- (iv) 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 for access to and/or correction of your Personal Data should be in writing and sent to the Privacy Compliance Officer of the Share Registrar (Tricor Standard Limited) by post at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by email to privacy@hk.tricorglobal.com.
閣下有權根據《私隱條例》的條文查閱及／或修改 閣下的個人資料。任何該等查閱及／或修改 閣下個人資料的要求均須以書面方式郵寄至股份過戶登記處（卓佳標準有限公司，地址為香港皇后大道東183號合和中心54樓）的私隱條例事務主任或電郵至 privacy@hk.tricorglobal.com。

This form is made in English and Chinese. In case of any inconsistency, the English version shall prevail.
本表格以英文及中文發出。中、英文版本內容如有任何不相符，概以英文版為準。

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Please cut the mailing label and stick it on the envelope
in order to return this Reply Form to us.

No postage is necessary if posted in Hong Kong.
閣下寄回本回條時，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 Standard Limited
卓佳標準有限公司
Freepost No: 37 簡便回郵號碼
Hong Kong 香港

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