

IMPORTANT

重要提示

Reference is made to the prospectus (the “**Prospectus**”) issued by Almana Limited (the “**Company**”) dated 5 October 2023 in relation to the Rights Issue. Terms defined in the Prospectus shall have the same meanings when used herein, unless the context otherwise requires.

茲提述本公司日期為二零二三年十月五日有關供股之供股章程(「**供股章程**」)。除文義另有所指，供股章程所界定詞彙與本表格所用者具相同涵義。

THIS DOCUMENT IS VALUABLE AND TRANSFERABLE AND REQUIRES YOUR IMMEDIATE ATTENTION. THE OFFER CONTAINED IN THIS DOCUMENT EXPIRES AT 4:00 P.M. ON THURSDAY, 19 OCTOBER 2023 (OR SUCH LATER DATE AS MENTIONED IN THE PARAGRAPH HEADED “EFFECT OF BAD WEATHER AND/OR EXTREME CONDITIONS ON THE LATEST TIME FOR ACCEPTANCE OF AND PAYMENT FOR THE RIGHTS SHARES” IN THE ENCLOSED SHEET).

此乃有價值及可轉讓之文件，敬請即時處理。本文件所載之要約於二零二三年十月十九日(星期四)下午四時正(或載於附頁「惡劣天氣及／或極端情況對接納供股股份並繳付股款的截止時間的影響」一段所述之較後日期)截止。

IF YOU ARE IN ANY DOUBT AS TO ANY ASPECT OF THIS PROVISIONAL ALLOTMENT LETTER OR AS TO THE ACTION TO BE TAKEN, YOU SHOULD CONSULT YOUR LICENSED SECURITIES DEALER, REGISTERED INSTITUTION IN SECURITIES, BANK MANAGER, SOLICITOR, PROFESSIONAL ACCOUNTANT OR OTHER PROFESSIONAL ADVISER.

閣下如對本暫定配額通知書任何方面或應採取之行動有任何疑問，應諮詢閣下之持牌證券交易商、註冊證券機構、銀行經理、律師、專業會計師或其他專業顧問。

A copy of each of the Prospectus Documents, together with the documents specified in the paragraph headed “14. DOCUMENTS DELIVERED TO THE REGISTRAR OF COMPANIES IN HONG KONG” in appendix III to the Prospectus, have been registered by the Registrar of Companies in Hong Kong pursuant to Section 342C of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32 of the Laws of Hong Kong). The SFC, the Stock Exchange and the Registrar of Companies in Hong Kong take no responsibility for the contents of any of the Prospectus Documents.

供股章程文件各一份及於供股章程附錄三「14.送呈香港公司註冊處處長之文件」一段所述之文件，已根據香港法例第32章公司(清盤及雜項條文)條例第342C條之規定經香港公司註冊處處長註冊。證監會、聯交所及香港公司註冊處處長對各供股章程文件之內容概不負責。

Hong Kong Exchanges and Clearing Limited, the Stock Exchange and HKSCC take no responsibility for the contents of this Provisional Allotment Letter, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this Provisional Allotment Letter.

香港交易及結算所有限公司、聯交所及香港結算對本暫定配額通知書之內容概不負責，對其準確性或完整性亦不發表任何聲明，並明確表示概不對就本暫定配額通知書全部或任何部份內容所產生或因倚賴該等內容而引致之任何損失承擔責任。

Dealings in the Shares and the Rights Shares in both nil-paid and fully-paid forms may be settled through CCASS established and operated by HKSCC and you should consult your licensed securities dealer or registered institution in securities, bank manager, solicitor, professional accountant or other professional adviser for details of those settlement arrangements and how such arrangements may affect your rights and interests.

股份及未繳股款及繳足股款供股股份之買賣可透過香港結算成立及運作之中央結算系統交收。閣下應就該等交收安排之詳情及該等安排如何影響閣下之權利及權益，諮詢閣下之持牌證券交易商或註冊證券機構、銀行經理、律師、專業會計師或其他專業顧問。

Subject to the granting of the listing of, and permission to deal in, the Rights Shares in both their nil-paid and fully-paid forms on the Stock Exchange as well as compliance with the stock admission requirement of HKSCC, the Rights Shares in both their nil-paid and fully-paid forms will be accepted as eligible securities by HKSCC for deposit, clearance and settlement in the CCASS with effect from the respective commencement dates of dealings in the Rights Shares in both their nil-paid and fully paid forms on the Stock Exchange or such other dates as determined by HKSCC. Settlement of transactions between participants of the Stock Exchange on any trading day is required to take place in CCASS on the second trading day thereafter. All activities under CCASS are subject to the General Rules of CCASS and CCASS Operational Procedures in effect from time to time.

待未繳股款及繳足股款之供股股份獲准在聯交所上市及買賣以及符合香港結算之股份收納規定後，未繳股款及繳足股款之供股股份將獲香港結算接納為合資格證券，由未繳股款及繳足股款之供股股份各自在聯交所開始買賣日期或香港結算決定之該等其他日期起，可在中央結算系統內寄存、結算及交收。聯交所參與者之間於任何交易日進行交易之交收須於其後第二個交易日在中央結算系統內進行。所有在中央結算系統之活動均須受不時生效之中央結算系統一般規則及中央結算系統運作程序規則所規限。

TO ACCEPT THE PROVISIONAL ALLOTMENT SPECIFIED IN THIS DOCUMENT IN FULL, YOU MUST LODGE THIS ORIGINAL DOCUMENT INTACT WITH THE COMPANY’S HONG KONG BRANCH SHARE REGISTRAR AND TRANSFER OFFICE, COMPUTERSHARE HONG KONG INVESTOR SERVICES LIMITED AT SHOPS 1712–1716, 17TH FLOOR, HOPEWELL CENTRE, 183 QUEEN’S ROAD EAST, WANCHAI, HONG KONG TOGETHER WITH A REMITTANCE IN HONG KONG DOLLARS FOR THE FULL AMOUNT SHOWN IN BOX C BELOW SO AS TO BE RECEIVED BY NO LATER THAN 4:00 P.M. ON THURSDAY, 19 OCTOBER 2023. ALL REMITTANCES MUST BE MADE IN HONG KONG DOLLARS. CHEQUES MUST BE DRAWN ON AN ACCOUNT WITH, AND BANKER’S CASHIER ORDERS MUST BE ISSUED BY, A LICENSED BANK IN HONG KONG AND MADE PAYABLE TO “ALMANA LIMITED – PAL” AND CROSSED “ACCOUNT PAYEE ONLY”. INSTRUCTIONS ON TRANSFER AND SPLITTING ARE SET OUT IN THE ENCLOSED SHEET. NO RECEIPT WILL BE GIVEN FOR SUCH REMITTANCE.

閣下如欲接納本文件所指定之全部暫定配額，須將本文件整份正本連同下列丙欄所示全部港元款額之付款，不遲於二零二三年十月十九日(星期四)下午四時正前交回本公司之香港股份過戶登記分處香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17樓1712至1716號舖。所有股款必須以港元支付。支票及銀行本票須分別由香港持牌銀行戶口開出及香港持牌銀行發出，註明抬頭人為「ALMANA LIMITED – PAL」，並劃線註明「只准入抬頭人賬戶」。有關轉讓及分拆之指示載於附頁。本公司將不會就該等股款發出收據。



Almana Limited
曼納有限公司

(Incorporated in Bermuda with limited liability)
(於百慕達註冊成立之有限公司)
(Stock Code 股份代號 : 08186)

**Hong Kong branch share registrar
and transfer office:**

Computershare Hong Kong
Investor Services Limited
Shops 1712-1716, 17th Floor
Hopewell Centre
183 Queen's Road East
Wanchai, Hong Kong

香港股份過戶登記分處：
香港中央證券登記有限公司
香港灣仔
皇后大道東183號
合和中心
17樓1712至1716號舖

Registered Office:
註冊辦事處：

Clarendon House
2 Church Street, Hamilton HM11,
Bermuda

**Principal place of business in
Hong Kong:**

35/F, Two Pacific Place
88 Queensway, Admiralty, Hong Kong

香港主要營業地點：
香港金鐘金鐘道88號
太古廣場二座35樓

**RIGHTS ISSUE ON THE BASIS OF
THREE RIGHTS SHARES
FOR EVERY ONE SHARE
AT SUBSCRIPTION PRICE OF
HK\$0.22 PER RIGHTS SHARE**

每持有一股股份獲發三股供股股份之基準
以每股供股股份0.22港元之認購價進行供股

**PAYABLE IN FULL ON ACCEPTANCE BY NO LATER THAN
4:00 P.M. ON THURSDAY, 19 OCTOBER 2023**

股款須不遲於二零二三年十月十九日(星期四)下午四時正接納時繳足

PROVISIONAL ALLOTMENT LETTER
暫定配額通知書

Name(s) and address of Qualifying Shareholder(s)
合資格股東姓名及地址

[Empty box for Name(s) and address of Qualifying Shareholder(s)]

Provisional Allotment Letter No.
暫定配額通知書編號

Number of Shares registered in your name(s) on Wednesday, 4 October 2023
於二零二三年十月四日(星期三)以閣下名義登記之股份數目

BOX A
甲欄 [Empty box for Number of Shares registered]

Number of Rights Shares in your provisional allotment. Subject to payment in full on acceptance by no later than 4:00 p.m. on Thursday, 19 October 2023
閣下獲暫定配發之供股股份數目。股款須不遲於二零二三年十月十九日(星期四)下午四時正接納時繳足

BOX B
乙欄 [Empty box for Number of Rights Shares]

Total subscription monies payable on acceptance in full* 於接納時應全數繳足之認購股款總額*

BOX C
丙欄 [Empty box for Total subscription monies]

* Subscription monies should be rounded down to 2 decimal points
認購股款應向下約整至小數點後兩位

Note: All remittances must be made in Hong Kong dollars by cheques which must be drawn on an account with, or by cashier's orders which must be issued by, a licensed bank in Hong Kong and made payable to "ALMANA LIMITED - PAL" and crossed "Account Payee Only". All cheques and cashier's orders will be presented for payment immediately following receipt.

附註：所有股款須以港元繳付，並須以香港持牌銀行賬戶開出之支票或發出之銀行本票支付。所有該等支票或銀行本票須註明抬頭人為「ALMANA LIMITED - PAL」，並須以「只准入抬頭人賬戶」劃線方式開出。所有支票及銀行本票將於收訖後隨即過戶。

Name of bank on which cheque/bank cashier's order is drawn:
支票／銀行本票之付款銀行名稱：

[Empty box for Name of bank]

Contact Telephone no.:
聯絡電話號碼：

[Empty box for Contact Telephone no.]

Cheque/bank cashier's order number:
支票／銀行本票號碼：

[Empty box for Cheque/bank cashier's order number]

Dealings in the Rights Shares in the nil-paid forms will take place from Monday, 9 October 2023 to Monday, 16 October 2023 (both days inclusive) on the Stock Exchange. The Rights Issue is conditional upon the fulfilment of the conditions set out under the section headed “Letter from the Board – Conditions of the Rights Issue” in the Prospectus. If the conditions of the Rights Issue are not fulfilled, the Rights Issue will not proceed.

未繳股款之供股股份將於二零二三年十月九日(星期一)至二零二三年十月十六日(星期一)(包括首尾兩日在內)期間於聯交所進行買賣。供股須待供股章程「董事會函件－供股的條件」一節項下所載之條件獲達成後，方可作實。倘供股的條件不能達成，則不會進行供股。

NO RECEIPT WILL BE GIVEN.

本公司將不另發收據。

IN THE EVENT OF TRANSFER OF RIGHTS TO SUBSCRIBE FOR RIGHTS SHARE(S) REPRESENTED BY THIS DOCUMENT, HONG KONG AD VALOREM STAMP DUTY IS PAYABLE ON EACH SALE AND EACH PURCHASE. A GIFT OR TRANSFER OF BENEFICIAL INTEREST OTHER THAN BY WAY OF SALE IS ALSO LIABLE TO AD VALOREM STAMP DUTY. EVIDENCE OF PAYMENT OF AD VALOREM STAMP DUTY WILL BE REQUIRED BEFORE REGISTRATION OF ANY TRANSFER OF THE ENTITLEMENTS TO THE RIGHTS SHARE(S) REPRESENTED BY THIS DOCUMENT.

於轉讓本文件所指供股股份之認購權時，每一宗買賣均須繳付香港從價印花稅。饋贈或轉讓（並非以出售方式）實益擁有之權益亦須繳付從價印花稅。於登記轉讓本文件所指任何供股股份之權利之前，須出示已繳付從價印花稅之證明。

Form B
表格乙

FORM OF TRANSFER
轉讓表格

(To be completed and signed only by the Qualifying Shareholders who wish to transfer his/her/their rights to subscribe for the Rights Shares comprised herein)
(僅供擬轉讓其/彼等於本暫定配額通知書所列供股股份認購權之合資格股東填寫及簽署)

To: The Directors
ALMANA LIMITED
致：曼納有限公司
列位董事 台照

Dear Sirs

I/We, as the Qualifying Shareholder(s) hereby transfer all my/our rights to subscribe for the Rights Shares comprised in this PAL to the person(s) accepting the same and signing the enclosed registration application form (Form C). I/We have read the conditions and procedures for transfer set out in the enclosed sheet and agree to be bound thereby.

本人/吾等作為合資格股東，茲將本暫定配額通知書所列本人/吾等之供股股份認購權悉數轉讓予接受此權利並簽署隨附登記申請表格(表格丙)之人士。本人/吾等已細閱附頁所載各項條件及轉讓手續，並同意受其約束。

1. _____ 2. _____ 3. _____ 4. _____

Signature(s) of Qualifying Shareholder(s) (all joint Qualifying Shareholders must sign)
合資格股東簽署(所有聯名合資格股東均須簽署)

Date 日期: _____

Note: Hong Kong stamp duty is payable in connection with the transfer of your rights to subscribe for Rights Shares.
附註：有關轉讓 閣下之供股股份認購權須繳付香港印花稅。

Form C
表格丙

REGISTRATION APPLICATION FORM
登記申請表格

(To be completed and signed only by the persons to whom the rights to subscribe for the Rights Shares are being transferred)
(僅供承讓供股股份認購權之人士填寫及簽署)

To: The Directors
ALMANA LIMITED
致：曼納有限公司
列位董事 台照

Dear Sirs,

I/We request you to register the number of the Rights Shares mentioned in Box B of Form A in my/our name(s) and I/we agree to accept the same upon and subject to the terms set out in this PAL and the accompanying Prospectus and/or Prospectus Documents and subject to the memorandum of association and bye-laws of the Company. I/We have read the conditions and procedures for application set out in the enclosed sheet and agree to be bound thereby.

敬啟者：

本人/吾等謹請 閣下將表格甲內乙欄所列之供股股份數目登記於本人/吾等名下，本人/吾等同意依照本暫定配額通知書及隨附之供股章程及/或供股章程文件內所載條款並在 貴公司之公司組織章程大綱及公司細則之限制下接納此等股份。本人/吾等已細閱附頁所載各項條件及申請手續，並同意受其約束。

			Existing Shareholder(s) Please mark "X" in this box 現有股東請於此欄內填上[X]符號	<input type="checkbox"/>
To be completed in block letters in ENGLISH. Joint applicants should give the address of the first-named applicant only. 請用英文正楷填寫。聯名申請人僅須填寫排名首位之申請人之地址。				
Name in English 英文姓名	Family name or Company name 姓氏或公司名稱	Other Names 名字	Name in Chinese 中文姓名	
Full Name(s) of Joint Applicants (if applicable) 聯名申請人全名(如適用)				
Address in English (joint applicants should give one address only) 英文地址 (聯名申請人只需填寫一個地址)				
Occupation 職業			Telephone no. 電話號碼	
Dividend Instructions 派息指示				
Name & Address of bank 銀行名稱及地址				Bank Account No. 銀行賬戶號碼

1. _____ 2. _____ 3. _____ 4. _____

Signature(s) of applicant(s) (all joint applicants must sign)
申請人簽署(所有聯名申請人均須簽署)

Date 日期: _____

NOTE: Hong Kong stamp duty is payable in connection with the transfer of your rights to subscribe for Rights Shares.
附註：有關轉讓 閣下之供股股份認購權須繳付香港印花稅。



Almana Limited

曼纳有限公司

(Incorporated in Bermuda with limited liability)

(Stock Code: 08186)

5 October 2023

Dear Qualifying Shareholder(s),

Reference is made to the prospectus of Almana Limited dated 5 October 2023 (the “Prospectus”) in relation to the Rights Issue. Terms defined in the Prospectus shall have the same meanings when used herein, unless the context otherwise requires. In accordance with the terms set out in the Prospectus, the Directors have provisionally allotted to you Rights Shares on the basis of three Rights Shares for every one Share registered in your name on the register of members of the Company as at the Record Date (that is, Wednesday, 4 October 2023) at a subscription price of HK\$0.22 per Rights Share. Your holding of Shares as at the Record Date is set out in Box A in Form A and the number of Rights Shares provisionally allotted to you is set out in Box B in Form A.

Documents issued in connection with the Rights Issue have not been registered or filed under or conformed to any applicable securities legislation of any jurisdictions other than Hong Kong. No action has been taken in any territory or jurisdiction outside Hong Kong, to permit the offering of the Rights Shares or the distribution of any documents in connection with the Rights Issue. No person receiving the Prospectus or the PAL in any territory or jurisdiction outside Hong Kong may treat this as an offer or an invitation to apply for Rights Shares, unless in the relevant jurisdiction such an offer or invitation could lawfully be made without compliance with any registration or other legal or regulatory requirements. It is the responsibility of anyone outside Hong Kong wishing to make an application for Rights Shares to satisfy himself/herself/itself as to the observance of the laws and regulations of all relevant territories and jurisdictions, including the obtaining of any governmental or other consents and to pay any taxes and duties. The Company will not be responsible for verifying the legal qualification of such Overseas Shareholder and/or resident in such territory or jurisdiction, thus, should the Company suffer any losses or damages due to non-compliance with the relevant laws of such territory or jurisdiction by any such Overseas Shareholder and/or resident, the Overseas Shareholder and/or resident shall be responsible to compensate the Company for the same. The Company shall not be obliged to issue the nil-paid Rights Shares or fully-paid Rights Shares to any such Overseas Shareholder and/or resident, if at the Company’s absolute discretion issuing the nil-paid Rights Shares or fully-paid Rights Shares to them does not comply with the relevant laws of such territory or jurisdiction.

The Company reserves the right to refuse to accept any application for Rights Shares if it believes, or has reason to believe, that such acceptance would violate the applicable securities or other laws or regulations of any territory. No application for Rights Shares will be accepted from any person who is an Excluded Shareholder.

The Rights Shares, when allotted and issued, shall rank *pari passu* in all respects with the Shares in issue on the date of allotment and issue of the Rights Shares, including the right to receive all dividends and distributions which may be declared, made or paid on or after such date.

RIGHTS SHARES

Dealings in the Rights Shares in their nil-paid and fully-paid forms will be subject to payment of stamp duty, Stock Exchange trading fee, SFC transaction levy and any other applicable fees and charges in Hong Kong.

Subject to the granting of the listing of, and permission to deal in, the Rights Shares in both their nil-paid and fully-paid forms on the Stock Exchange as well as compliance with the stock admission requirements of HKSCC, the Rights Shares in both their nil-paid and fully-paid forms will be accepted as eligible securities by HKSCC for deposit, clearance and settlement in CCASS with effect from the respective commencement dates of dealings in the Rights Shares in both their nil-paid and fully-paid forms on the Stock Exchange or such other dates as determined by HKSCC. Settlement of transactions between participants of the Stock Exchange on any trading day is required to take place in CCASS on the second trading day thereafter. All activities under CCASS are subject to the General Rules of CCASS and CCASS Operational Procedures in effect from time to time.

PROCEDURES FOR ACCEPTANCE

To take up your provisional allotment in full, you must lodge the whole of the original PAL intact with the Company’s Hong Kong Branch Share Registrar and Transfer Office, Computershare Hong Kong Investor Services Limited at Shops 1712–1716, 17th Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong (the “**Share Registrar**”) together with a remittance for the full amount payable on acceptance, as set out in Box C in Form A, so as to be received by the Share Registrar no later than 4:00 p.m. on Thursday, 19 October 2023 (or under bad weather and/or extreme conditions, such later time and/or date as mentioned in the paragraph headed “Effect of Bad Weather and/or Extreme Conditions on the Latest Time for Acceptance of and Payment for the Rights Shares” below). All remittances must be made in Hong Kong dollars. Cheques must be drawn on an account with, and banker’s cashier orders must be issued by, a licensed bank in Hong Kong and made payable to “**ALMANA LIMITED – PAL**” and crossed “**Account Payee Only**”. Such payment will constitute acceptance of the provisional allotment on the terms of the Right Shares on the terms of this PAL and the Prospectus and subject to the bye-laws of the Company. No receipt will be given for such remittances. All enquiries in connection with this PAL should be addressed to the Share Registrar.

It should be noted that unless this duly completed PAL, together with the appropriate remittance for the amount shown in Box C in Form A, has been lodged with the Share Registrar by no later than 4:00 p.m. on Thursday, 19 October 2023 (or under bad weather and/or extreme conditions, such later time and/or date as mentioned in the paragraph headed “Effect of Bad Weather and/or Extreme Conditions on the Latest Time for Acceptance of and Payment for the Rights Shares” below) whether from the original allottee or any person in whose favour the rights have been validly transferred, the provisional allotment and all rights under the PAL will be deemed to have been declined and will be cancelled.

Any acceptance of the offer of the Rights Shares by any person will be deemed to constitute a warranty and representation to the Company that all registration, legal and regulatory requirements of all relevant territories and jurisdictions other than Hong Kong, in connection with the PAL and any acceptance of it, have been, or will be, fully complied with. For the avoidance of doubt, neither HKSCC nor HKSCC Nominees Limited, will give or is subject to the above representation and warranty.

TRANSFER

If you wish to transfer all of your rights to subscribe for Rights Shares provisionally allotted to you under the PAL, you must complete and sign the “Form of Transfer” (Form B) and hand this PAL to the person(s) to or through whom you are transferring your rights. The transferee must then complete and sign the “Registration Application Form” (Form C) and lodge this PAL intact together with a remittance for the full amount payable on acceptance as set out in Box C in Form A with the Share Registrar so as to be received by no later than 4:00 p.m. on Thursday, 19 October 2023 (or under bad weather and/or extreme conditions, such later time and/or date as mentioned in the paragraph headed “Effect of Bad Weather and/or Extreme Conditions on the Latest Time for Acceptance of and Payment for the Rights Shares” below). It should be noted that Hong Kong stamp duty is payable in connection with the transfer of your rights to subscribe for the relevant Rights Shares.

SPLITTING

If you wish to accept only part of your provisional allotment or transfer a part of your right to subscribe for the Rights Shares provisionally allotted under this PAL or to transfer part of your rights to more than one person, the original PAL must be surrendered by no later than 4:30 p.m. on Wednesday, 11 October 2023 to the Registrar who will cancel the original PAL and issue new PALs in the denominations required which will be available for collection from the Share Registrar after 9:00 a.m. on the second business day after the surrender of the original PAL.

CONDITIONS OF THE RIGHTS ISSUE

The Rights Issue is conditional upon the fulfilment of the conditions set out under the section headed “Letter from the Board – Conditions of the Rights Issue” in the Prospectus. If the conditions of the Rights Issue are not fulfilled, the Rights Issue will not proceed.

CHEQUES AND BANKER’S CASHIER ORDERS

All cheques and banker’s cashier orders will be presented for payment immediately upon receipt and all interest earned on such monies, if any, will be retained for the benefit of the Company. Completion and return of the PAL together with a cheque or banker’s cashier order in payment for the Rights Shares accepted will constitute a warranty by the applicant that the cheque or banker’s cashier order will be honoured on first presentation. If any cheque or banker’s cashier order is dishonoured on first presentation, the PAL is liable to be rejected, and in that event the provisional allotment and all Rights Shares given pursuant to it will be deemed to have been declined and will be cancelled.

SHARE CERTIFICATES FOR RIGHTS SHARES AND REFUND

It is expected that share certificates for the Rights Shares in their fully-paid form will be despatched by ordinary post to those entitled at their own risk on Friday, 3 November 2023. You, except HKSCC Nominees Limited, will receive one share certificate for all the Rights Shares issued.

If the conditions of the Rights Issue are not fulfilled, the remittance received in respect of the acceptances of the Rights Shares will be returned to the Qualifying Shareholders or such other persons to whom the Rights Shares in their nil-paid form have been validly transferred or, in case of joint applicants, to the first-named person without interest, by means of cheques despatched by ordinary post at the risk of such Qualifying Shareholders or such other persons to their registered addresses on or before Friday, 3 November 2023.

FRACTIONAL ENTITLEMENTS

On the basis of provisional allotment of three Rights Shares for every one Share held by the Qualifying Shareholders on the Record Date, no fractional entitlement to the Rights Shares will arise under the Rights Issue.

EFFECT OF BAD WEATHER AND/OR EXTREME CONDITIONS ON THE LATEST TIME FOR ACCEPTANCE OF AND PAYMENT FOR THE RIGHTS SHARES

The latest time for acceptance of and payment for the Rights Shares will not take place if there is a tropical cyclone warning signal no. 8 or above, or “extreme conditions” caused by super typhoons as announced by the Government of the Hong Kong Special Administrative Region or a “black” rainstorm warning:

- (i) in force in Hong Kong at any local time before 12:00 noon and no longer in force after 12:00 noon on Thursday, 19 October 2023. Instead the latest time for acceptance of and payment for the Rights Shares will be extended to 5:00 p.m. on the same business day; or
- (ii) in force in Hong Kong at any local time between 12:00 noon and 4:00 p.m. on Thursday, 19 October 2023. Instead the latest time for acceptance of and payment for the Rights Shares will be rescheduled to 4:00 p.m. on the following business day which does not have either of those warnings in force in Hong Kong at any time between 9:00 a.m. and 4:00 p.m..

An announcement will be made by the Company in such event as soon as practicable.

GENERAL

Lodgement of the PAL with, where relevant, the Form of Transfer (Form B) purporting to have been signed by the person(s) in whose favour it has been issued shall be conclusive evidence of the title of the party or parties lodging it to deal with the same and to receive split letters of allotment and/or certificates for Shares.

The PAL and any acceptance of the offer contained in it shall be governed by, and construed in accordance with, Hong Kong law.

Further copies of the Prospectus giving details of the Rights Issue are available from the Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai during business hours.

PERSONAL DATA COLLECTION – PAL

By completing, signing and submitting the forms accompanying this PAL, you agree to disclose to the Company, the Share Registrar and/or their respective advisers and agents personal data and any information which they require about you or the person(s) for whose benefit you have made the acceptance of the provisional allotment of Rights Shares. The Personal Data (Privacy) Ordinance provides the holders of securities with rights to ascertain whether the Company or the Share Registrar hold their personal data, to obtain a copy of that data, and to correct any data that is inaccurate. In accordance with the Personal Data (Privacy) Ordinance, the Company and the Share Registrar have the right to charge a reasonable fee for the processing of any data access request. All requests for access to data or correction of data or for information regarding policies and practices and the kinds of data held should be addressed in to the Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, for the attention of Hong Kong Privacy Officer.

Yours faithfully,
For and on behalf of the Board
Chan Ho Yee
Executive Director



Almana Limited

曼納有限公司

(於百慕達註冊成立之有限公司)

(股份代號：08186)

敬啟者：

茲提述本公司就供股於二零二三年十月五日刊發的供股章程(「供股章程」)。除文義另有指明外，供股章程所界定之詞彙與本函件所採用者具有相同涵義。根據供股章程所載條款，董事已按在記錄日期(即二零二三年十月四日(星期三))在公司股東名冊登記於閣下名下每一股股份可獲發三股供股股份之基準，按每股供股股份0.22港元之認購價向閣下暫定配發供股股份。閣下於記錄日期持有之股份數目列於表格甲的甲欄，而閣下獲暫定配發之供股股份數目列於表格甲的乙欄。

就供股而刊發之文件並無根據或遵從香港以外任何司法權區之任何適用證券法例登記或存案。在香港以外任何地區或司法權區亦無採取任何行動以批准提早發售供股股份或派發就供股而刊發之任何文件。於香港以外任何地區或司法權區接獲供股章程或暫定配額通知書之任何人士，概不得將之視為申請供股股份之要約或邀請，除非於有關地區或司法權區可在毋須遵照任何登記或其他法例或監管規定之情況下合法提出該項要約或邀請。位於香港以外之任何人士如欲為其本身申請供股股份，則有責任確保已就此遵守所有有關地區及司法權區之法例及規例，包括取得任何政府或其他同意，及就此繳納任何稅項及徵稅。本公司將不會負責核實該海外股東及／或居民於有關地區或司法權區之法律資格，因此，倘本公司因任何有關海外股東及／或居民未有遵從有關地區或司法權區之相關法例而蒙受任何損失或損害，該海外股東及／或居民須負責就此向本公司作出賠償。倘本公司全權酌情認為向任何有關海外股東及／或居民發行未繳股款之供股股份或繳足股款之供股股份不符合有關地區或司法權區之相關法例，則本公司並無義務向其發行未繳股款之供股股份或繳足股款之供股股份。

倘本公司相信或有理由相信接納任何供股股份申請將違反任何地區適用之證券或其他法例或規例，則會保留拒絕接納該申請之權利。任何除外股東提出之供股股份申請一概不獲受理。

供股股份一經配發及發行，將與配發及發行供股股份當日之已發行股份在各方面享有同等權利，包括收取可能於供股股份之配發及發行日期或之後所宣派、作出或派付之一切股息及分派之權利。

供股股份

買賣未繳股款及繳足股款供股股份將須繳付印花稅、聯交所交易費、證監會交易徵費及任何其他香港適用之費用及收費。

待未繳股款及繳足股款供股股份獲批准於聯交所上市及買賣以及符合香港結算之股份收納規定後，未繳股款及繳足股款供股股份將獲香港結算接納為合資格證券，可自該等未繳股款及繳足股款供股股份各自於聯交所開始買賣日期(或香港結算釐定的其他日期)起於中央結算系統內寄存、結算及交收。聯交所參與者之間於任何交易日進行的交易，須於其後第二個交易日在中央結算系統內進行交收。經中央結算系統進行的一切活動均須依據不時生效的中央結算系統一般規則及中央結算系統運作程序規則進行。

接納手續

閣下如欲全數接納暫定配額，須不遲於二零二三年十月十九日(星期四)下午四時正前(或在惡劣天氣及／或極端情況下，載於下文「惡劣天氣及／或極端情況對接納供股股份並繳付股款的截止時間的影響」一段所述之較後日期及／或時間)將暫定配額通知書整份正本連同表格甲的丙欄所示須於接納時繳付之全部股款，送交本公司之香港股份過戶登記分處香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17樓1712至1716號舖(「股份過戶登記處」)。全部款項須以港元支付。支票及銀行本票須分別由香港之持牌銀行戶口開出及香港之持牌銀行發出，註明抬頭人為「ALMANA LIMITED – PAL」，並劃線註明「只准入抬頭人賬戶」。閣下繳付股款後即表示按照暫定配額通知書與供股章程之條款，並在本公司之組織章程細則之規限下接納暫定配額。本公司將不就股款另發收據。所有有關本暫定配額通知書之查詢均須寄交上述地址之過戶登記處。

務請注意，除非已填妥的暫定配額通知書連同表格甲的丙欄所示之應繳款項不遲於二零二三年十月十九日(星期四)下午四時正前(或在惡劣天氣及／或極端情況下，載於下文「惡劣天氣及／或極端情況對接納供股股份並繳付股款的截止時間的影響」一段所述之較後日期及／或時間)由原獲配發人或任何有效承讓權利之人士交回股份過戶登記處，否則暫定配額及暫定配額通知書項下一切權利將視為予以放棄並將予以註銷。

任何人士如接納供股股份的要約，即被視為構成對本公司作出之保證及陳述，表明已經或將會就暫定配額通知書及接納暫定配額通知書全面遵守香港以外之所有有關地區及司法權區之一切登記、法定及監管規定。為釋疑起見，香港結算及香港中央結算(代理人)有限公司概不會作出上述任何聲明或保證，亦不受上述任何聲明或保證所規限。

轉讓

閣下如欲將暫定配額通知書項下獲暫定配發之供股股份認購權全部轉讓他人，須填妥及簽署轉讓表格(表格乙)，並將暫定配額通知書交予閣下欲轉讓權利之人士或經手轉讓權利之人士。承讓人則須填妥及簽署登記申請表格(表格丙)，並將暫定配額通知書連同表格甲的丙欄所示須於接納時繳足之全部款項，不遲於二零二三年十月十九日(星期四)下午四時正前(或於惡劣天氣及/或極端情況下，則於下文「惡劣天氣及/或極端情況對接納供股股份並繳付股款的截止時間的影響」一段所述之較後日期及/或時間)交回過戶登記處。務請注意，閣下於轉讓可認購有關供股股份之權利時須繳納香港印花稅。

拆細

閣下如僅接納部分暫定配額或將閣下根據暫定配額通知書獲暫定配發認購供股股份之部分權利轉讓，或向超過一名人士轉讓閣下所持之部分權利，則原有暫定配額通知書須不遲於二零二三年十月十一日(星期三)下午四時三十分前交回過戶登記處，而過戶登記處將註銷原有暫定配額通知書及按所要求之股份數目發出新暫定配額通知書，新暫定配額通知書可於交回原有暫定配額通知書後第二個營業日上午九時正後於過戶登記處領取。

供股的條件

供股須待供股章程「董事會函件—供股的條件」一節項下所載之條件獲達成後，方可作實。倘供股的條件不能達成，則不會進行供股。

支票及銀行本票

所有支票及銀行本票均將於收訖後即時過戶，而該等款項所賺取之全部利息(如有)將撥歸本公司所有。填妥及交回暫定配額通知書連同繳付所接納之供股股份股款之支票或銀行本票，即構成申請人對該支票或銀行本票於首次過戶時即可兌現之保證。倘任何支票或銀行本票於首次過戶時未能兌現，則暫定配額通知書可遭拒絕受理；在此情況下，該暫定配額及據此獲得之所有供股股份將視為予以放棄並將予註銷。

供股股份之股票及退款

預期繳足股款供股股份之股票將於二零二三年十一月三日(星期五)以平郵方式寄發予有權收取之人士，郵誤風險概由彼等自行承擔。閣下(不包括香港中央結算(代理人)有限公司)將就所獲發行之全部供股股份獲發一張股票。

倘若供股之條件未能達成，就接納供股股份所收取的股款將於二零二三年十一月三日(星期五)或之前不計利息以支票方式退還予合資格股東或獲有效轉讓未繳股款供股股份的其他人士(或倘為聯名接納人，則為名列首位人士)，支票將以平郵方式寄往該等合資格股東或其他有關人士的登記地址，郵誤風險概由彼等承擔。

零碎配額

按於記錄日期合資格股東每持有一股股份獲發三股供股股份的暫定配額基準，供股將不會產生供股股份的零碎配額。

惡劣天氣及/或極端情況對接納供股股份並繳付股款的截止時間的影響

若發生以下情況，則接納供股股份並繳付股款的截止時間將不會生效：

- (i) 8號或以上熱帶氣旋警告信號或香港特別行政區政府公佈因超強颱風引起的「極端天氣」或「黑色」暴雨警告信號於二零二三年十月十九日(星期四)當地時間中午十二時正之前任何時間在香港生效並於中午十二時正後不再生效。則接納供股股份並繳付股款的截止時間將延後至同一營業日的下午五時正；或
- (ii) 8號或以上熱帶氣旋警告信號或香港特別行政區政府公佈因超強颱風引起的「極端天氣」或「黑色」暴雨警告信號於二零二三年十月十九日(星期四)當地時間中午十二時正至下午四時正之間任何時間在香港生效。則接納供股股份並繳付股款的截止時間將更改為下一個並無任何該等警告於上午九時正至下午四時正之間任何時間在香港生效的營業日下午四時正。

在此情況下，本公司將儘快作出公告。

一般資料

一併交回暫定配額通知書及(如適用者)轉讓表格(表格乙)(已由獲發本暫定配額通知書之人士簽署)後，即確實證明交回上述文件之人士有權處理本暫定配額通知書，並有權收取拆細後之暫定配額通知書及/或股份之股票。

暫定配額通知書及任何接納當中所載要約之事宜須受香港法例管轄並按其詮釋。

載述供股詳情之供股章程，於辦公時間內在過戶登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號合和中心17M樓)可供索取。

收集個人資料—暫定配額通知書

填妥、簽署及交回本暫定配額通知書隨附表格，即表示閣下同意向本公司、過戶登記處及/或彼等各自之顧問及代理披露個人資料及彼等所需有關閣下或閣下為其利益而接納暫定配發供股股份之人士之任何資料。《個人資料(私隱)條例》賦予證券持有人權利，可確定本公司或過戶登記處是否持有其個人資料、索取有關資料之副本及更正任何不準確資料。根據《個人資料(私隱)條例》，本公司及過戶登記處有權就處理任何查閱資料要求而收取合理費用。有關查閱資料或更正資料或查閱有關政策及慣例以及持有資料種類之訊息之所有要求，應寄往過戶登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號合和中心17M樓)，交予香港隱私主任。

此致

列位合資格股東 台照

代表董事會
執行董事
陳可怡
謹啟

二零二三年十月五日