



YING KEE TEA HOUSE GROUP LIMITED

英記茶莊集團有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code 股份代號: 8241)

NOTIFICATION LETTER 通知信函

16 July 2024

Dear Shareholder,

Ying Kee Tea House Group Limited (the "Company")

— Notification of publication of Annual Report 2024, Circular and Proxy Form ("Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at <https://www.yingkeetea.com/en/index.php> and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk, or the printed form(s) of Current Corporate Communication is/are enclosed according to our agreed arrangement (if applicable).

You may at any time by reasonable prior notice in writing to the Company c/o the Company's share registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to yingkee-ecom@vistra.com elect to receive future Corporate Communications in printed form instead of by Website Version, or by Website Version instead of in printed form. If you have elected (or are deemed to have elected) to receive Corporate Communications by Website Version and for any reason have difficulty in receiving or gaining access to Corporate Communications on the Company's website, the Company will upon request send the relevant Corporate Communications to you in printed form free of charge.

Please tick the appropriate box on the change request form ("Change Request Form") on the reverse side and sign and return it by post or by hand to the Company c/o the Company's share registrar, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. If you post your Change Request Form in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp.

Please note that all future Corporate Communications in both English and Chinese will be available (a) in printed form from the Company or the Company's share registrar upon request and (b) on the Company's website at <https://www.yingkeetea.com/en/index.php> and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk respectively.

Should you have any queries relating to this letter, please contact the Company's share registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully
For and on behalf of
Ying Kee Tea House Group Limited
Chan Kwong Yuen
Chairman

Note: Corporate Communications include but not limited to (a) directors' reports, annual accounts together with the auditors' reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips.

各位股東：

英記茶莊集團有限公司(「本公司」)

— 於本公司網站刊發二零二四年年報、通函及代表委任表格(「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<https://www.yingkeetea.com/en/index.php>及香港聯合交易所有限公司(「聯交所」)之網站www.hkexnews.hk或本公司已按閣下同意的安排附上本次公司通訊之印刷本(如適用)。

閣下可隨時透過本公司的股份過戶登記處(地址為香港夏愨道16號遠東金融中心17樓)向本公司在合理時間內發出事先書面通知或以電郵方式發送至yingkee-ecom@vistra.com選擇收取日後公司通訊的印刷本，以取代網上版本(或收取網上版本，以取代印刷本)。倘若閣下已選擇(或被視為已選擇)收取本公司網站登載的公司通訊的網上版本，惟因任何原因以致在收取或接收本公司網站上的公司通訊出現困難，本公司將於收到閣下要求後寄上相關公司通訊的印刷本，費用全免。

請閣下於本函背面之更改申請表格(「更改申請表格」)上適當空格劃上「✓」號，並經簽署後，寄回或以專人送達方式透過本公司的股份過戶登記處，卓佳證券登記有限公司(地址為香港夏愨道16號遠東金融中心17樓)交回本公司。倘若在香港投寄更改申請表格，閣下可使用更改申請表格上的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當郵票。

請注意：就所有日後公司通訊的英文及中文版而言，閣下可以(a)向本公司或本公司的股份過戶登記處索取印刷本，及(b)在本公司網站<https://www.yingkeetea.com/en/index.php>及聯交所網站www.hkexnews.hk查閱。

閣下如有任何與本函件有關的疑問，請在辦公時間內致電本公司的股份過戶登記處(852) 2980 1333，辦公時間為星期一至星期五(香港公眾假期除外)上午9時正至下午6時正。

代表
英記茶莊集團有限公司
主席
陳廣源
謹啟

2024年7月16日

附註：公司通訊文件包括但不限於：(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；(f)代表委任表格；及(g)確認回條。

