



理文造紙有限公司*

Lee & Man Paper Manufacturing Limited

(Incorporated in the Cayman Islands and its members' liability is limited)

(於開曼群島註冊成立及其成員責任為有限)

(Stock Code 股份代號: 2314)

2 February 2024

Dear Non-registered Shareholder,

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") effective from 31 December 2023, the Company has adopted new arrangement to disseminate corporate communications ("Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except by request. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.leemanpaper.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk (the "Website Version") in place of printed copies.

A notice of publication of the Website Version of a Corporate Communication, in both English and Chinese, will be sent by the Company to you by email or by post, only if your email address or postal address (as the case may be) are provided to the Company by your banks, brokers, custodians, nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries"). In support of electronic communication by email, non-registered shareholders are recommended to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to you.

We encourage you to access Corporate Communications of the Company in electronic form on the Company's website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to 2314-ecom@hk.tricorglobal.com.

Should you have any queries relating to any of the above matters, please call the Company's branch share registrar in Hong Kong at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding Hong Kong public holidays or send an email to 2314-ecom@hk.tricorglobal.com.

By Order of the Board
Lee & Man Paper Manufacturing Limited
Lee Man Chun Raymond
Chairman

Note: Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

* For identification purposes only

各位非登記股東：

以電子方式發佈公司通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」），本公司採納有關向其非登記股東發佈日後所有公司通訊的新安排。所有公司通訊均透過本公司網站（www.leemanpaper.com）及聯交所網站（www.hkexnews.hk）（「網站版本」）以電子方式向非登記股東提供並僅會於個別非登記股東要求時才向其發送印刷本。閣下可於本公司網站 www.leemanpaper.com 及聯交所網站 www.hkexnews.hk 瀏覽本公司的中、英文版本公司通訊的網站版本。

本公司將透過電子郵件方式或郵寄方式（僅於代 閣下持有股份的銀行、經紀人、託管人、代理人或香港中央結算（代理人）有限公司（統稱「中介機構」）向本公司提供 閣下的電郵地址或郵寄地址的情況下）向 閣下發出發佈公司通訊網站版本的登載通知（包括英文及中文版本）。為了可透過電郵進行電子通訊，建議非登記股東向其中介機構提供其有效的電郵地址。如本公司沒有收到 閣下的中介機構透過香港中央結算（代理人）有限公司提供 閣下的有效的電郵地址或郵寄地址，本公司將不會向 閣下發送登載通知。

我們鼓勵 閣下於本公司網站以電子形式瀏覽本公司的公司通訊。若 閣下希望收取日後公司通訊之印刷版，請填妥本函背頁之申請表格並交回本公司的香港股份過戶登記分處卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至 2314-ecom@hk.tricorglobal.com。

如 閣下對本函內容有任何疑問，請致電本公司香港股份過戶登記分處，電話：(852) 2980 1333，辦公時間為週一至週五（香港公眾假期除外）上午9時正至下午6時正，或電郵至 2314-ecom@hk.tricorglobal.com。

承董事會命
理文造紙有限公司
主席
李文俊

2024年2月2日

附註：公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於 (a) 董事會報告，公司年度帳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) 季度報告（如有）；(d) 會議通告；(e) 上市文件；(f) 通函；及 (g) 代表委任表格。

* 僅供識別

Non-registered Shareholder's information (English name and Address):
非登記股東資料 (英文姓名及地址) :

REQUEST FORM 申請表格

To: **Lee & Man Paper Manufacturing Limited**
(Stock Code: 2314) (the "Company")
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致: **理文造紙有限公司***
(股份代號: 2314) (「本公司」)
經卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications⁽¹⁾ pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊⁽¹⁾，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive future Corporate Communications⁽¹⁾ in printed copy of the Company.

本人/吾等要求索取本公司今後刊發之公司通訊⁽¹⁾之印刷本。

Signature:

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

(English 英文) 聯絡電話:

(in block letters 請以正楷填寫)

Postal Address:

郵寄地址:

Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; and (e) a circular.
「公司通訊」指由本公司發出或將予發出以供本公司任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)會議通告；(d)上市文件；及(e)通函。
- This request will be valid unless being revoked or superseded or until expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if Shareholder prefers to continue receiving printed copy of future Corporate Communications.
此請求將一直有效，除非被撤銷或取代，或者直到 2025 年 12 月 31 日到期（以較早者為準）。如果股東希望繼續收到日後的公司通訊的印刷本，則需要做進一步書面請求。

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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.

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.

You have the right to request access to and/or to correct 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:

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，包括但不限於，閣下的名稱，聯絡電話號碼，電子郵箱地址和郵寄地址。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收公司通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及／或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

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

經郵寄: 個人資料私隱主任
卓佳證券登記有限公司
香港夏慤道 16 號
遠東金融中心 17 樓

經電郵: is-enquiries@hk.tricorglobal.com

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

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No. 簡便回郵號碼: 10 GPO
Hong Kong 香港