# ELECTION OF LANGUAGE AND MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS



## FIRST PACIFIC COMPANY LIMITED

## 第一太平有限公司

(Incorporated with limited liability under the laws of Bermuda)
Website: http://www.firstpacific.com

(Stock Code: 00142)

29 September 2017

Dear New Shareholder,

### Election of Language and Means of Receipt of Corporate Communications

We are writing to ascertain your preference in relation to the language and means of receipt of our future corporate communications ("Corporate Communications"), which refer to any document(s) issued or to be issued by us for the information or action of any holders of our securities, as defined in Rule 1.01 of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the "Listing Rules"), including but not limited to (a) our directors' report, our annual accounts and the auditor's report and, where applicable, our summary financial report; (b) our interim report and, where applicable, summary interim report; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

Pursuant to the Listing Rules and/or the Bye-laws of First Pacific Company Limited (the "Company"), the Company will make available the following options for you to elect for receipt of future Corporate Communications of the Company:

- (1) to read all future Corporate Communications published on the Company's website at <a href="www.firstpacific.com">www.firstpacific.com</a> (the "Website Version") in place of receiving printed copies, and to receive email notification or a notification letter of the publication of each relevant Corporate Communication on the Company's website; or
- (2) to receive printed English version of all future Corporate Communications only; or
- (3) to receive printed Chinese version of all future Corporate Communications only; or
- (4) to receive both 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 select the Website Version. In order to make your election, please complete and sign the Reply Form enclosed with this letter and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Registrar"). Please use the mailing label and, if posted in Hong Kong, you do not need to affix a stamp when returning. Otherwise, please affix an appropriate stamp. The address of the Hong Kong Branch Registrar is at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may alternatively reply by email with a scanned copy of the Reply Form, to firstpacific.ecom@computershare.com.hk.

If the Company does not receive the enclosed Reply Form duly completed and signed or does not receive a response indicating your objection to accessing Corporate Communications by electronic means through the Company's website by 29 October 2017, you will be deemed to have elected website communication only, instead of receiving the printed version of Corporate Communications, unless and until you inform the Company by at least 7 days' prior written notice (sent to the Hong Kong Branch Registrar (at the address stated above) or by email to <a href="mailto:firstpacific.ecom@computershare.com.hk">firstpacific.ecom@computershare.com.hk</a>) that you wish to receive the printed version of future Corporate Communications.

If you have elected (or are deemed to have elected) website communication, we will send you an email notification (if your email address has been provided to us) or a letter by post notifying you of the publication of each Corporate Communication on the Company's website.

You have the right at any time by at least 7 days' prior written notice to the Company c/o the Hong Kong Branch Registrar (at the address stated above) or by email to <a href="mailto:firstpacific.ecom@computershare.com.hk">firstpacific.ecom@computershare.com.hk</a> to change the choice of language and/or means of receipt of future Corporate Communications. Even if you have elected (or are deemed to have elected) to receive all future Corporate Communications using electronic means but for any reason have difficulty in receiving or gaining access to the Website Version of a Corporate Communication, the Company will promptly upon your request send the Corporate Communication in printed form to you free of charge.

Please note that (a) printed copies of the English and/or Chinese versions of all future Corporate Communications will be available from the Company or the Hong Kong Branch Registrar on request; and (b) the same will also be available on the Company's website at <a href="https://www.firstpacific.com">www.firstpacific.com</a> and the HKExnews website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>.

Should you have any query in relation to this letter, please call the telephone hotline of the Company's Hong Kong Branch Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays.

Thank you in advance for your prompt attention to this matter.

Yours faithfully, For and on behalf of First Pacific Company Limited Nancy L.M. Li Company Secretary

**FPCH** 

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#### REPLY FORM 回條

To: First Pacific Company Limited (the "Company") (Stock Code: 00142) c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, 第一太平有限公司(「本公司」) 第一条件模公司((本公司)() (股份代號:00142) 經香港中央證券登記有限公司 香港灣仔皇后大道東183號 Wanchai, Hong Kong 合和中心17M樓 I/We would like to receive future Corporate Communications\* of the Company("Corporate Communications")in the manner as indicated below 本人/我們希望以下列方式收取 貴公司日後之公司通訊文件\*(「公司通訊文件」): (Please mark ONLY ONE (X) of the following boxes) (請從下列選擇中,僅在其中**一個空格**內劃上「X」號) to read the Website Version of all future Corporate Communications published on the Company's website at <a href="https://www.firstpacific.com">www.firstpacific.com</a> in place of receiving printed copies; and to receive an email notification or a notification letter of the publication of each Corporate Communication on the Company's website; **OR** 瀏覽在本公司網站(<u>www.firstpacific.com</u>)登載的所有日後公司通訊文件網上版本,以代替收取印刷本,並收取有關公司通訊文件已在本公司網站登載的電郵通知或通知信函; Email Address 電郵地址

(The Company will send to the email address provided above (if any) a notification of availability of Corporate Communications on the Company's website in the future. If no email address is provided, only a notification letter of publication of Corporate Communications on the Company's website will be sent. <u>Please provide the email address in English Capital Letters</u> and the email address is used for notification of release of Corporate Communications only.)

(本公司日後會在公司通訊文件序本公司賴新管藏時發出絕列至以上提供之電源地址(如有)。如未有提供電源地址,則會發出公司通訊文件已在網上登載的通知信函子網下。<u>請以英文正楷填寫電郵地址</u>,以上電郵地址僅供用作通知公司通訊文件已登載。)

Date:

	to receive printed English version of all future Corporate Communications ONLY; OR 僅收取所有日後公司通訊文件之英文印刷本;或to receive printed Chinese version of all future Corporate Communications ONLY; OR 僅收取所有日後公司通訊文件之中文印刷本;或to receive both printed English and Chinese versions of all future Corporate Communication 同時收取所有日後公司通訊文件之类文及中文印刷本。	s.
Name:		Signature:

聯絡電話號碼

Contact telephone number:

Address: 地址:

## Notes 附註

Please complete all your details clearly. 請 閣下清楚填妥所有資料。

- 本公司之類的意樂體訊文件而问。图下提供所有日後公司總訊文件。我們時况可聲问。图下奇發電影應到政態知照件、銀用。图下有關公司總訊文件已在本公司之期站登載。

  By electing to read the Website Version of future Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly agreed to waive the right to receive the Corporate Communications in printed form.

  在選擇瀏覽在本公司網站登載之日後公司通訊文件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。

  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,則本同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。
- The above election will apply to all future Corporate Communications to be given to shareholders of the Company until you notify otherwise by giving at least 7 days' prior written notice to the Company c/o the Company's Hong Kong Branch Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to

<u>firstpacific.ecom@computershare.com.hk</u> 上述選擇應用於第千本公司股東之所有1後公司通訊文件,直至 關下透過本公司之股份過戶登記處香港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17M樓)向本公司發出不少於7天時間 的事先書面通知意意郵至 <u>firstpacific.ecom@computershare.com.hk</u> 另作選擇為止。

- For the avoidance of doubt, we do not accept any other instructions given on this Reply Form. 為免存疑,任何在本回條上的額外指示,本公司將不予處理。
- 高光行東、江門住平門珠上の銀パコの・デストの現で1 288年。
  Shareholders are entitled to change the choice of means of receipt and/or language of the Company's Corporate Communications at any time by giving at least 7 days' prior written notice to the Company's Hong Kong Branch Registrar or by email to firstpacific.ecom@computershare.com.hk.

  股東有標喃時透過本公司之股份過戶登記處香港分處向本公司發出不少於7天時間的事先書面通知或電郵至 firstpacific.ecom@computershare.com.hk , 要求更改收取本公司之公司通訊文件的收取方式及/或語言版本之選擇。
- Corporate Communications refer to 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 Listing Rule 1.01, including but not limited to (a) the directors' report, the annual accounts together with a copy of the auditor's report and, where applicable, summary interim report; (b) the interim report and, where applicable, summary interim report; (c) notices of

## PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. "Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"), which may include but is not limited to your telephone number and e-mail address. Your Personal Data will be retained for such period as may be necessary for our record and vertification purposes.

You have the right to request access to and/or correction of your Personal Data should be in writing by

either of the following means:

關下是自顯被供偶人資料,以便按 閣下選擇的方式收取公司通訊文件。「個人資料」一詞在本聲明內的涵義與香港法例第486章《個人資料(私隱)條例》(「私隱條例」)中「個人資料」的涵義相同,可包括(但不限於) 閣下的電話號 碼 及電郵地址。 閣下的個人資料將在本公司為記錄及核實目的所需的期間內予以保留。 閣下有權根據(私隱條例)的條文要求查閱及/或改正 閣下的個人資料。任何有關查閱及/或改正 閣下個人資料的要求,應接以下其中一種方式以書面提出:

By mail to: Personal Data Privacy Officer

Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong
hkinfo@computershare.com.hk

By e-mail to:

郵寄至:

香港灣仔皇后大道東183號合和中心17M樓 香港中央證券登記有限公司 個人資料私隱主任

雷郵至: hkinfo@computershare.com.hk

閣下寄回此回條時,請將郵寄標籤剪貼於信封上。

## 如在本港投寄毋須貼上郵票。

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

No postage stamp necessary if posted in Hong Kong.

## 郵寄標籤 MAILING LABEL

香港中央證券登記有限公司 Computershare Hong Kong Investor Services Limited 簡便回郵號碼 Freepost No. 37 香港 Hong Kong