



FIRST PACIFIC COMPANY LIMITED

第一太平有限公司

(Incorporated with limited liability under the laws of Bermuda)

(根據百慕達法例註冊成立之有限公司)

Website 網址: www.firstpacific.com

(Stock Code 股份代號: 00142)

NOTIFICATION LETTER 通知信函

24 April 2020

Dear Shareholder(s),

First Pacific Company Limited (the "Company")

— Notice of Publication of 2019 Annual Report, Circular dated 24 April 2020 with Notice of Annual General Meeting and Form of Proxy ("Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.firstpacific.com and the HKExnews website at www.hkexnews.hk. If you have chosen to receive the Corporate Communications[#] in printed form(s), the arranged printed form(s) of the Current Corporate Communications are enclosed.

If you would like to receive printed version of the Current Corporate Communications in English or in Chinese or in both English and Chinese language versions, or if you would like to change your choice of language(s) and/or means of receipt of the Company's future Corporate Communications, please complete the Change Request Form on the reverse side. Thereafter, please sign and return the Change Request Form by post or by hand to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and you do not need to affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Change Request Form to firstpacific.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company's website at www.firstpacific.com or the HKExnews website at www.hkexnews.hk.

If you have chosen (or are deemed to have consented) to read the website version of the Corporate Communications but for any reason have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

You may at any time by giving at least 7 days' prior written notice to the Company c/o the Hong Kong Branch Share Registrar (at the address stated above) or by email to firstpacific.ecom@computershare.com.hk to change your choice of language(s) and/or means of receipt of future Corporate Communications, notwithstanding any previous instructions given to the Company.

Please be reminded that the 2020 annual general meeting of the Company (the "AGM") will be held at The Pheasant - Peacock Room, 1st Floor, Mandarin Oriental, Hong Kong, 5 Connaught Road Central, Hong Kong at 2:30 p.m. on Tuesday, 16 June 2020. For those Shareholders who would like to appoint proxies to attend and vote in their stead at the AGM, please download the Form of Proxy from the Company's website or the HKExnews website, complete, sign and deposit the Form of Proxy at the Company's Hong Kong Branch Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong following the instructions as provided in the Explanatory Notes to the Form of Proxy.

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

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

[#] Corporate Communications refer to any documents 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, its summary financial report; (b) the interim report and, where applicable, summary interim report; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

敬啟者：

第一太平有限公司（「本公司」）

— 2019年報、日期為二零二零年四月二十四日的通函連同股東週年大會通告及代表委任表格（「本次公司通訊文件」）之發佈通知

本公司的本次公司通訊文件之中、英文版本已上載於本公司網站www.firstpacific.com及香港交易所披露易網站www.hkexnews.hk，歡迎查閱。如閣下已選擇收取公司通訊文件[#]之印刷本，本次公司通訊文件已按閣下所選定的公司通訊文件語言版本隨本函附上。

如閣下欲僅收取本次公司通訊文件之英文、或中文、或同時收取英文及中文印刷本，或欲選擇有別於閣下所選擇的公司通訊文件語言版本及/或收取方式，以更改收取本公司日後公司通訊文件之語言版本及/或收取方式之選擇，請閣下填妥在本函背面的變更申請表，並在變更申請表上簽名，然後把變更申請表寄回或親身交回本公司之香港中央證券登記有限公司（「股份過戶登記處香港分處」），地址為香港灣仔皇后大道東183號合和中心17M樓。倘若閣下在香港投寄，可使用變更申請表內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可把已填妥之變更申請表的掃描副本電郵至firstpacific.ecom@computershare.com.hk。變更申請表可於本公司網站www.firstpacific.com或香港交易所披露易網站www.hkexnews.hk內下載。

如閣下已選擇（或被視為已同意）以電子形式收取公司通訊文件，惟因任何理由以致收取或接收本次公司通訊文件上出現困難，只要閣下提出要求，本公司將儘快寄上所要的本次公司通訊文件的印刷本，費用全免。

閣下可隨時透過股份過戶登記處香港分處（於上述之地址）向本公司發出不少於7天時間的事先書面通知或透過電郵至firstpacific.ecom@computershare.com.hk通知本公司，更改日後收取本公司通訊文件之語言版本及/或收取方式的選擇，儘管閣下早前曾向本公司作出任何其他指示。

請注意，本公司之二零二零年度股東週年大會（「股東週年大會」）將於二零二零年六月十六日（星期二）下午二時三十分假座香港中環干諾道中五號香港文華東方酒店一樓雙龍廳一孔雀廳舉行。倘若股東欲委派代表其出席本公司之股東週年大會及於會上代為投票，請於本公司網站或香港交易所披露易網站下載代表委任表格，並根據代表委任表格內附註之指示填寫、簽署、及將代表委任表格送達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。

閣下如有任何與本函內容有關的疑問，請致電股份過戶登記處香港分處電話熱線(852) 2862 8688，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。

此致

列位股東 台照

代表
第一太平有限公司
公司秘書
李麗雯
謹啟

二零二零年四月二十四日

[#] 根據上市規則第1.01條之定義，公司通訊文件指本公司發出或將予發出以供其任何證券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、其年度賬目連同核數師報告以及（如適用）其財務摘要報告；(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；及(f)代表委任表格。

