



FIRST PACIFIC COMPANY LIMITED 第一太平洋有限公司

(Incorporated with limited liability under the laws of Bermuda)
Website: www.firstpacific.com
(Stock Code: 00142)

26 January 2024

Dear Non-registered Shareholder(s)¹,

First Pacific Company Limited (the “Company”)

- New Arrangements on Dissemination of Corporate Communications

Pursuant to new Rule 2.07A² of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) and the Company’s bye-laws, the Company will disseminate the future corporate communications of the Company (the “Corporate Communications”³) to its Shareholders⁴ electronically and only send Corporate Communications in printed form to the Shareholders upon request.

In this connection, the following arrangements will come into effect on 26 January 2024.

ARRANGEMENTS

1. Corporate Communications

The Company will make all Corporate Communications, in both English and Chinese, available on its website at www.firstpacific.com and the HKEXnews website at www.hkexnews.hk.

A notice of publication of the Website Version⁵ of Corporate Communications, in both English and Chinese, will be sent by the Company to Shareholders by email or by post (if the Company does not possess the functional email address of a Shareholder) on or after the publication date of the Corporate Communications (as the case may be).

The Company will arrange for printed version(s) of future Corporate Communications to be mailed to the relevant Shareholders in their preferred language(s) if they have made an election to receive printed versions.

For the avoidance of doubt, non-registered Shareholders will not receive any Actionable Corporate Communications⁶ published by the Company.

2. Provision of Electronic Contact Details

As a non-registered Shareholder, if you wish to receive Corporate Communications from the Company pursuant to the Listing Rules, you should liaise with your banks, brokers, custodians, nominees or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) and provide your address or email address to your Intermediaries. You will receive a notice of publication of the Website Version⁴ of Corporate Communication by post or through email in accordance with your indicated preference.

If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will be unable to receive notifications regarding the publication of Corporate Communications.

Non-registered Shareholders should contact directly with their Intermediaries to assist them in the updating of email address.

3. Request for Corporate Communications in Printed Form

For those Shareholders who wish to receive a printed version of Corporate Communications or, if for any reason, have difficulty in gaining access to the Company’s website, please complete and return the enclosed Request Form to 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 or by email to firstpacific.ecom@computershare.com.hk specifying your name, address and request to receive Corporate Communications in printed form.

Details of the arrangements (i) for dissemination of Corporate Communications and (ii) for requesting printed copy of Corporate Communications are published under the section of “Investor Relations” in the Company’s website at www.firstpacific.com. The above-mentioned arrangements are subject to change from time to time. Shareholders should check on the Company’s website at www.firstpacific.com for updates on the arrangements.

Should you have any queries relating to this letter, please contact the Hong Kong Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Notes:

¹ This letter is addressed to non-registered holder(s) of the Company. Non-registered holder means such person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS).

² With effect from 31 December 2023.

³ Corporate Communications include any documents 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, the annual accounts together with the independent auditors’ report and, where applicable, its summary financial reports; (b) the interim report and, where applicable, its summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

⁴ Holder(s) of the Share(s) of the Company.

⁵ The version of Corporate Communications being published, in both English and Chinese, on the Company’s website and the HKEXnews website.

⁶ *Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders.*

Yours faithfully,
For and on behalf of
First Pacific Company Limited
Chiu Wing Man, Fiona
General Counsel and Company Secretary

**REQUEST FORM 申請表格**

To: Computershare Hong Kong Investor Services Limited
(the "Hong Kong Branch Share Registrar")
17M Floor, Hopewell Centre
183 Queen's Road East, Wanchai, Hong Kong

致：香港中央證券登記有限公司
(「股份過戶登記處香港分處」)
香港灣仔皇后大道東 183 號
合和中心 17M 樓

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications* pursuant to the Listing Rules, you should liaise with your banks, brokers, custodians, nominees 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*，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。

Request for Corporate Communications* in printed form 要求收取公司通訊*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): **First Pacific Company Limited (Stock Code: 00142)**

上市公司（「本公司」）名稱：

第一太平有限公司 (股份代號: 00142)

English Version
英文版本

Chinese Version
中文版本

English and Chinese Version
英文及中文版本

Name(s) of Non-registered holder(s):

非登記股東姓名：

Signature(s): (Notes 1)

簽名：(附註 1)

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- This form is for non-registered holder(s) of the Company only. Non-registered holder means such person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS).
本表格僅適用於本公司之非登記股東。非登記股東指本公司股份存放於中央結算及交收系統的人士或公司。
- Please complete all your details clearly.
請閣下清楚填寫所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.
如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, the Company does not accept any other instructions given on this form.
為免存疑，在本表格上的任何額外指示，本公司將不予處理。

* Corporate Communications include any documents 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, the annual accounts together with the independent auditors' report and, where applicable, its summary financial reports; (b) the interim report and, where applicable, its summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.
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、公司年度帳目連同獨立核數師報告以及 (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；(g) 代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
本聲明中所指的「個人資料」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。
- Your Personal Data provided in this Request Form will be used in connection with the Company's electronic dissemination of Corporate Communications*. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Request Form.
閣下於本申請表格所提供的個人資料將用於有關本公司以電子方式發佈公司通訊*的事宜上。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料，本公司可能無法處理閣下在本申請表格上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Hong Kong Branch Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
本公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記處香港分處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Hong Kong Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至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) 向香港隱私主任提出，或發送電郵至 PrivacyOfficer@computershare.com.hk。

MAILING LABEL 郵寄標籤

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

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

No postage stamp necessary if posted in Hong Kong.

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。