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ELECTION OF MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS

The Company is making arrangements to ascertain the preferences of the Shareholders with respect to their choice of means of receipt of all future Corporate Communications in accordance with Rules 2.07A and 2.07B of the Listing Rules and the Articles.

If the Company does not receive a duly completed and signed Reply Form or a response indicating the objection in writing from the Shareholders on or before 4 August 2023, such Shareholders will be deemed to have consented to receive the Website Version only of all future Corporate Communications.

INTRODUCTION

With the aim of supporting of environmental protection and saving printing and mailing costs, the Company is making arrangements to ascertain the preferences of the Shareholders with respect to their choice of means of receipt (by Website Version or in printed form) of all future Corporate Communications.

The Company encourages and recommends the Shareholders to take advantage of the Website Version in respect of all future Corporate Communications. Whenever a Corporate Communication is published on the Company's website, a notification will be sent to Shareholders.

PROPOSED ARRANGEMENTS

In accordance with Rules 2.07A and 2.07B of the Listing Rules and the Articles, the following arrangements will be made by the Company:

1. The Company will send a letter to the Shareholders on 7 July 2023 (the “**First Letter**”) together with a postage pre-paid reply form (applicable for posting within Hong Kong only) (the “**Reply Form**”) in both English and Chinese to enable them to choose any one of the following options:

Option 1: to access the Website Version of all future Corporate Communications instead of receiving printed copies, and to receive an email notification of the publication of the Corporate Communications on the Company’s website; or

Option 2: to receive the printed English and Chinese versions of all future Corporate Communications.

The duly completed and signed Reply Form should be returned by post or by hand delivery to the Company c/o the Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to cosmos118-ecom@hk.tricorglobal.com on or before 4 August 2023.

The First Letter explains that if the Company does not receive a duly completed and signed Reply Form or a response indicating the objection in writing from the Shareholders on or before 4 August 2023, and until the Shareholders inform the Company c/o the Share Registrar by serving Reasonable Notice by mail or by email, such Shareholders will be deemed to have consented to receive the Website Version only of all future Corporate Communications, and a notification for the publication of the Corporate Communications on the Company’s website will be sent to such Shareholders by email or, if no email address is properly provided in the Reply Form, by mail in the future.

2. With respect to those Shareholders who choose to receive the Corporate Communications in printed form, the Company will send the printed English and Chinese version of the Corporate Communications to them until they inform the Company c/o the Share Registrar by serving Reasonable Notice by mail or by email that they wish to receive the Website Version of all future Corporate Communications.
3. When each of the printed Corporate Communications is sent in accordance with the arrangements described above, a letter (the “**Second Letter**”) together with a pre-paid postage change request form (applicable for posting within Hong Kong only) (the “**Change Request Form**”), in both English and Chinese, will be attached to or printed at some prominent place in the relevant Corporate Communications, specifying that the Shareholders may at any time request for change of election of means of receipt (by Website Version or in printed form) of the Corporate Communications by completing and returning the Change Request Form to the Company c/o the Share Registrar by mail or by email.

4. With respect to those Shareholders who elect (or are deemed to have consented) to receive the Website Version of all future Corporate Communications, if for any reason such Shareholders have difficulty in accessing to the Company's website, the Company c/o the Share Registrar will, upon receipt of a written request by mail or by email, promptly send the Corporate Communications in printed form to such Shareholders free of charge.
5. Shareholders are entitled to change their election of means of receipt of all future Corporate Communications at any time by serving Reasonable Notice to the Company c/o the Share Registrar by mail at **17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong** or by email to **cosmos118-ecom@hk.tricorglobal.com** (or such other address and email address as may be stipulated by the Company and the Share Registrar from time to time).
6. All future Corporate Communications in both English and Chinese will be available on the website of the Company at <http://www.cosmel.com> in an accessible format. Electronic copies of all such Corporate Communications will also be submitted to the Stock Exchange for publication on its website at <https://www.hkexnews.hk>, pursuant to the Listing Rules.
7. The Share Registrar provides a dial-up hotline service at (852) 2980 1333, from 9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays, to enable the Shareholders to make enquiry of the Company's proposed arrangements set out above.
8. The First Letter and the Second Letter will indicate that all future Corporate Communications in English and Chinese will be available from the Share Registrar in printed form upon request, as well as on the websites of the Company and the Stock Exchange, and that the dial-up hotline service is being provided as stated in paragraph 7 above.

DEFINITIONS

In this announcement, the following expressions shall have the following meanings unless the context otherwise requires:

“Articles”	the articles of association of the Company
“Board”	the board of Directors of the Company
“Company”	Cosmos Machinery Enterprises Limited, a company incorporated in Hong Kong with limited liability and the Shares of which are listed on the Main Board of the Stock Exchange (Stock Code: 118)
“Corporate Communication(s)”	any document issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public as defined in Rule 1.01 of the Listing Rules, 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; (e) a circular; and (f) a proxy form

“Directors”	the directors of the Company
“Hong Kong”	the Hong Kong Special Administrative Region of the People’s Republic of China
“Listing Rules”	the Rules Governing the Listing of Securities on the Stock Exchange
“Reasonable Notice”	the prior written notice of not less than five clear business days
“Share Registrar”	Tricor Secretaries Limited, the share registrar of the Company
“Share(s)”	ordinary share(s) of the Company
“Shareholder(s)”	holder(s) of Share(s) of the Company
“Stock Exchange”	The Stock Exchange of Hong Kong Limited
“Website Version”	the Corporate Communications published or to be published on the website of the Company at http://www.cosmel.com

By order of the Board
Cosmos Machinery Enterprises Limited
TANG To
Chairman

Hong Kong, 7 July 2023

As at the date of this announcement, the Board comprises eight Directors, of which two are executive Directors, namely Mr. Tang To and Mr. Tang Yu, Freeman, two are non-executive Directors, namely Mr. Kan Wai Wah and Mr. Qu Jinping, and four are independent non-executive Directors, namely Ms. Yeung Shuk Fan, Mr. Huang Zhi Wei, Mr. Lam Kwok Ming and Mr. Lee Wai Yip, Alvin.