



大同機械企業有限公司  
**COSMOS MACHINERY ENTERPRISES LIMITED**  
(Incorporated in Hong Kong with limited liability)  
(Stock Code: 118)

7 July 2023

Dear Registered Shareholders,

**Election of Means of Receipt of Corporate Communications**

Pursuant to Rules 2.07A and 2.07B of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and the articles of association of Cosmos Machinery Enterprises Limited (the “**Company**”), the Company intends to ascertain your election of means of receipt of future corporate communications issued by the Company (the “**Corporate Communication(s)**”), which include any document(s) issued or to be issued by the Company for the information or action of its shareholders, 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.

You may choose:

- Option 1: to access all future Corporate Communications published on the Company’s website at <http://www.cosmel.com> (the “**Website Version**”) 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 “**Printed Version**”).

With the aim of supporting of environmental protection and saving printing and mailing costs, the Company encourages and recommends you to choose Option 1. Whenever a Corporate Communication is published on the Company’s website, a notification by email or, if no email address is properly provided in the attached reply form, in printed form will be sent to you.

Please return the attached duly completed and signed reply form to the Company c/o share registrar of the Company, Tricor Secretaries Limited (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](mailto:cosmos118-ecom@hk.tricorglobal.com), on or before 4 August 2023.

**If the Company does not receive a duly completed and signed reply form on or before 4 August 2023, until you inform the Company c/o the Share Registrar by serving reasonable prior notice of not less than five clear business days in writing by mail or by email, you will be deemed to have consented to receive the Website Version only for all future Corporate Communications instead of Printed Version.**

You are entitled to change your means of receipt of Corporate Communications at any time by serving reasonable prior notice in writing by mail or by email to the Company c/o the Share Registrar. If you have chosen to receive the Website Version of all future Corporate Communications but for any reason have difficulty in accessing to the Company’s website, the Company c/o the Share Registrar will, upon receipt of your written request, promptly send a Printed Version to you free of charge.

Please note that the Printed Version of Corporate Communications will be available from the date of despatch from the Share Registrar on request, and the Website Version will also be available on the websites of the Company at <http://www.cosmel.com> and the Stock Exchange at <https://www.hkexnews.hk>.

Should you have any queries relating to this letter, please call the enquiry hotline of the Share Registrar at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully  
For and on behalf of  
**Cosmos Machinery Enterprises Limited**  
**TANG To**  
Chairman

## REPLY FORM 回條

**To: Cosmos Machinery Enterprises Limited (the “Company”) (Stock Code: 118)**  
c/o Tricor Secretaries Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

**致: 大同機械企業有限公司 (「本公司」)**  
(股份代號: 118)  
經卓佳秘書商務有限公司  
香港夏慤道16號  
遠東金融中心17樓

**I/We would like to receive all future Corporate Communications in the manner as indicated below: (Please tick (✓) in ONLY ONE box.)**  
本人/我們希望以下列方式收取所有日後公司通訊: (請只在一個空格內填上「✓」號。)

- 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 Corporate Communications on the Company’s website; or  
瀏覽所有日後公司通訊的網上版本以代替收取印刷本, 並收取有關公司通訊已刊載於本公司網站的電郵通知; 或

Email address:  
電郵地址: \_\_\_\_\_

- to receive the printed English and Chinese versions of all future Corporate Communications.  
收取所有日後公司通訊的英文及中文印刷本。

Signature:  
簽署: \_\_\_\_\_

Date:  
日期: \_\_\_\_\_

Name(s):  
姓名: \_\_\_\_\_

Contact telephone  
number:  
聯絡電話號碼: \_\_\_\_\_

(Please use **ENGLISH BLOCK LETTER** 請以英文正楷填寫)

- (1) This form will be void if more than one box or no box is ticked (✓) or if the information is incorrectly completed.  
倘若超過一個空格或並無於任何一個空格填上「✓」號, 或所填寫的資料不正確, 本回條將會作廢。
- (2) 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 this form in order to be valid.  
倘若股份屬聯名持有, 本回條須由該名於本公司股東名冊名列首位之股東簽署, 方為有效。
- (3) You have expressly consented to waive your right to receive the Printed Version by selection to access the Website Version of the Corporate Communications instead of receiving printed copies.  
在選擇瀏覽公司通訊的網上版本以代替收取印刷本後, 閣下已明示同意放棄收取印刷版本的權利。
- (4) The above indication will apply to all future Corporate Communications to be sent to you, until you inform the Company c/o the Share Registrar by serving reasonable prior notice in writing by mail at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to cosmos118-ecom@hk.tricorglobal.com.  
上述指示適用於寄發予閣下之所有日後公司通訊, 直至閣下郵寄至香港夏慤道16號遠東金融中心17樓或電郵至cosmos118-ecom@hk.tricorglobal.com, 經股份過戶登記處向本公司發出合理預先書面通知。
- (5) **ANY ALTERATION MADE TO THIS FORM MUST BE INITIALED BY THE PERSON WHO SIGNS IT.**  
每項於本回條上之更改, 均須由簽署人簡簽示可。
- (6) For the avoidance of doubt, the Company does not accept any special instructions written on this form.  
為免存疑, 本公司將不予處理任何在本回條上的額外手寫指示。
- (7) Should you have any queries relating to this form, please call the enquiry hotline of the Share Registrar at (852) 2980 1333.  
倘若對本回條有任何疑問, 請致電股份過戶登記處查詢熱線(852) 2980 1333。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your supply of your name(s), email address and contact telephone number is on a voluntary basis for the purposes of verifying and recording your means of receipt of Corporate Communications and/or the delivery of those Corporate Communications (the “Purposes”). We may transfer your name(s), email address and contact telephone number to our agent, contractor, or third party service provider who provides administrative, computer and other services to us for use in connection with the Purposes and to such parties who are authorized by law to request the information or are otherwise relevant for the Purposes and need to receive the information. Your name(s), email address and contact telephone number will be retained for such period as may be necessary to fulfil the Purposes. Request for access to and/or correction of the relevant personal data can be made in accordance with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) and any such request should be in writing by mail to Tricor Secretaries Limited at the above address.

閣下是自願提供閣下的姓名、電郵地址及聯絡電話號碼, 以用於核實及記錄閣下選擇公司通訊的收取方式, 及/或送達公司通訊(「該等用途」)。我們可能向就該等用途為我們提供行政、電腦及其他服務的代理人、承辦商或第三者服務供應商, 以及其他獲法例授權而要求取得有關資料的人士或其他與該等用途有關以及需要接收有關資料之人士提供閣下的姓名、電郵地址及聯絡電話號碼。閣下的姓名、電郵地址及聯絡電話號碼將就履行該等用途所需的時間保留。有關存取及/或更正相關個人資料的要求可按照《個人資料(私隱)條例》(香港法例第486章)之條文提出, 而有關要求均須以書面方式郵寄至卓佳秘書商務有限公司(地址如上)。



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

**No postage stamp is required for local mailing in Hong Kong.**

當寄回本回條時, 請剪貼此郵寄標籤於信封上。  
如在本港投寄, 毋須支付郵費或貼上郵票。

### Mailing Label 郵寄標籤

**Tricor Secretaries Limited**  
卓佳秘書商務有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港