



大同機械企業有限公司
COSMOS MACHINERY ENTERPRISES LIMITED
(Incorporated in Hong Kong with limited liability)
(於香港註冊成立之有限公司)
(Stock Code: 118)
(股份代號：118)

NOTIFICATION LETTER 通知信函

25 April 2024

Dear Non-registered Shareholder ^(Note 1),

Cosmos Machinery Enterprises Limited (the “Company”)

Notification of Publication of Annual Report 2023 and Circular together with Notice of Annual General Meeting (the “Current Corporate Communications”)

Please be informed that the Company’s Current Corporate Communications, in both English and Chinese, are now available for access on the websites of the Company at <http://www.cosmel.com> and The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at <https://www.hkexnews.hk>.

If you would like to receive the Current Corporate Communications and all future Corporate Communications ^(Note 2) in printed form, please duly complete the Request Form overleaf and sign and return it 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 (using the enclosed pre-paid mailing label for posting within Hong Kong) or by email to cosmos118-ecom@hk.tricorglobal.com. Upon receipt of your written request, the Company c/o the Share Registrar will promptly send the Current Corporate Communications in printed form to you free of charge, and you will expressly indicate that you prefer to receive all future Corporate Communications ^(Note 2) in printed form, until you inform the Company c/o the Share Registrar to the contrary or unless you have at any time ceased to have shareholdings in the Company. The Request Form may also be downloaded from the websites of the Company and the Stock Exchange.

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

Notes:

- (1) This letter is addressed to Non-registered Shareholders of the Company. “Non-registered Shareholder” means such person or company whose share(s) of the Company is/are held in The Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications. If you have sold or transferred your share(s) in the Company, please disregard this letter and the Request Form overleaf.
- (2) Corporate Communications include 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.

致非登記股東 ^(附註1):

大同機械企業有限公司 (「本公司」)
刊載二零二三年年報及通函連同股東周年大會通告 (「本次公司通訊」) 之通知

茲通知本公司的本次公司通訊之英文及中文版現已刊載於本公司網站 <http://www.cosmel.com> 及香港聯合交易所有限公司 (「聯交所」) 網站 <https://www.hkexnews.hk> 供瀏覽。

倘若閣下欲收取本次公司通訊及所有日後公司通訊 ^(附註2) 的印刷本，請填妥本函背頁的申請表格，並將已簽署的表格郵寄至香港夏愨道16號遠東金融中心17樓 (隨附已預付郵費 (只適用於香港投寄) 的郵寄標籤)，或電郵至 cosmos118-ecom@hk.tricorglobal.com，經本公司之股份過戶登記處，卓佳秘書商務有限公司 (「股份過戶登記處」)，交回本公司。在收悉閣下的書面要求後，本公司將經股份過戶登記處，立即免費寄發本次公司通訊的印刷本予閣下，並即表示閣下確認擬收取所有日後公司通訊 ^(附註2) 的印刷本，直至閣下經股份過戶登記處通知本公司另外之安排或閣下在任何時候不再持有的股份。申請表格亦可於本公司網站及聯交所網站內下載。

倘若閣下對本函有任何疑問，請於星期一至星期五上午九時正至下午五時正 (不包括香港公眾假期) 致電股份過戶登記處查詢熱線 (852) 2980 1333。

代表
大同機械企業有限公司
主席
鄧燾
謹啟

二零二四年四月二十五日

附註:

- (1) 本函乃向本公司的非登記股東發出。「非登記股東」指所持有的本公司股份存放於中央結算及交收系統的人士或公司，並已透過香港中央結算有限公司不時向本公司發出有關收取公司通訊的通知。如閣下已售出或轉讓名下之本公司股份，則無需理會本函及背頁的申請表格。
- (2) 公司通訊包括但不限於 (a) 董事會報告、年度賬目連同核數師報告以及 (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) 會議通告; (d) 上市文件; (e) 通函; 及 (f) 代表委任表格。

REQUEST FORM 申請表格

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
香港夏愨道16號
遠東金融中心17樓

You do NOT need to complete this form if you have received the Corporate Communication(s) in the manner you want.
倘公司通訊之收取方式符合閣下的意願，則毋須填寫本表格。

I/We would like to receive the Current Corporate Communications and all future Corporate Communications in printed form.
本人／我們希望收取本次公司通訊及所有日後公司通訊的印刷本。

Signature(s):
簽署：

Date:
日期：

Name(s):
姓名：

Contact telephone number
(optional):

聯絡電話號碼（可選填）：

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

- (1) This form will be void if no box is ticked (✓) or if the information is incorrectly completed.
倘若未有於空格內填上「✓」號或所填寫的資料不正確，本表格將會作廢。
- (2) 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.
上述指示將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愨道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。
- (3) **ANY ALTERATION MADE TO THIS FORM MUST BE INITIALLED BY THE PERSON WHO SIGNS IT.**
每項於本表格上之更改，均須由簽署人簡簽示可。
- (4) 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表格上的額外手寫指示。
- (5) Should you have any queries relating to this form, please call the enquiry hotline of the Share Registrar at (852) 2980 1333.
倘若對本表格有任何疑問，請致電股份過戶登記處查詢熱線(852) 2980 1333。

PERSONAL INFORMATION COLLECTION STATEMENT (the “PICS”) 收集個人資料聲明

Personal data under the PICS (the “**Personal Data**”) shall have the same meaning as defined under the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong, the “**PDPO**”). Your supply of the Personal Data to the Company is on a voluntary basis for the purpose of processing your instruction(s) as made in this form for receiving the Corporate Communications (the “**Purposes**”). Failure to supply sufficient information may result in the Company not being able to process your instructions in connection with the Purposes. We may disclose or transfer the Personal Data 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 Personal Data 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 PDPO and any such request should be in writing by mail to Tricor Secretaries Limited at the above address.

收集個人資料聲明所指的個人資料（「**個人資料**」）與《個人資料（私隱）條例》（香港法例第486章，「**私隱條例**」）所定義者具有相同涵義。閣下是自願向本公司提供個人資料，以處理閣下在本表格上作出有關收取公司通訊的指示（「**該等用途**」）。如閣下未能提供足夠資料，本公司可能無法處理閣下就該等用途作出的指示。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，以及其他依法授權而要求取得有關資料或與該等用途有關以及需要收取有關資料的人士披露或轉移個人資料。閣下的個人資料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《私隱條例》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.

當寄回本表格時，請剪貼郵寄標籤於信封上。
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