

**Sunray Engineering Group Limited**  
**新威工程集團有限公司**  
(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)  
(Stock Code 股份代號: 8616)

9 February 2024

Dear Non-registered Shareholder,

**Arrangement of Electronic Dissemination of Corporate Communications and  
Notification of publication of 2023/2024 Third Quarterly Report (“Current Corporate Communication”)  
on the Company’s website**

In accordance with the amendment of the Listing Rules effective from 31 December 2023, the Company is required to disseminate corporate communications (“**Corporate Communications**”) electronically. No printed copies of Corporate Communications will be mailed out to you except by request. The Company will adopt electronic dissemination of Corporate Communications, which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, 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; and (e) a circular.

Please note that both the English and Chinese versions of Current Corporate Communication and all future Corporate Communications will be available electronically on the website of the Company at [www.sunray.com.hk](http://www.sunray.com.hk) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

**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 bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.**

**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 (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communications.**

We encourage you to access Corporate Communications of the Company in electronic form on the Company’s website. If you want to receive the Corporate Communications in printed form, please complete and return the Request Form on the reverse side to the Company’s Hong Kong Branch Share registrar (the “**Branch Share Registrar**”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [8616-ecom@hk.tricorglobal.com](mailto:8616-ecom@hk.tricorglobal.com).

Should you have any queries relating to any of the above matters, please call the Branch Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to [8616-ecom@hk.tricorglobal.com](mailto:8616-ecom@hk.tricorglobal.com).

By Order of the Board  
**Sunray Engineering Group Limited**  
**Lam Ka Wing**  
*Chairman and Executive Director*

各位非登記股東：

以電子方式發布公司通訊之安排及  
於本公司網站刊發 2023/2024 年第三季度報告(「本次公司通訊」)之發佈通知

根據自 2023 年 12 月 31 日起生效的《上市規則》修訂，本公司將須透過電子方式發送公司通訊(「公司通訊」)。除非閣下提出要求，公司不會再向閣下郵寄公司通訊的印刷本。謹此通知閣下，本公司將自當日起採用以電子方式發布公司通訊之安排，公司通訊指公司為向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件，包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告；(b)中期報告及其中期報告摘要(如適用)；(c)會議通知；(d)上市文件；和(e)通函。

請注意，本次公司通訊及所有未來公司通訊的英文版和中文版將在公司網站 [www.sunray.com.hk](http://www.sunray.com.hk) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。

作為非登記股東，如有意根據《上市規則》收取公司通訊，閣下應聯絡代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。

如果本公司沒有從中介公司收到閣下的有效電子郵件地址，直至中介公司收到閣下有效的電子郵件地址前，閣下將(i)無法收到任何有關發佈公司通訊的通知；及(ii)需要主動查看公司網站和披露易網站以留意公司通訊的發佈。

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的公司通訊。若閣下希望收取公司通訊之印刷版，請填妥本函背頁之申請表格並交回本公司的香港股份過戶登記分處(「股份過戶登記分處」)卓佳證券登記有限公司，地址為香港夏慤道 16 號遠東金融中心 17 樓或發送電子郵件至 [8616-ecom@hk.tricorglobal.com](mailto:8616-ecom@hk.tricorglobal.com)。

如閣下對本函內容有任何疑問，請致電本公司電話熱線(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午 9 時正至下午 6 時正，或電郵至 [8616-ecom@hk.tricorglobal.com](mailto:8616-ecom@hk.tricorglobal.com)。

承董事會命  
新威工程集團有限公司  
主席兼執行董事  
林嘉榮

2024 年 2 月 9 日

## Request Form 申請表格

To: **Sunray Engineering Group Limited**  
(Stock Code: 8616) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: **新威工程集團有限公司**  
(股份代號: 8616) (「本公司」)  
經卓佳證券登記有限公司  
香港夏愨道 16 號  
遠東金融中心 17 樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications<sup>(1)</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) 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<sup>(1)</sup>，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。

I/We would like to receive the current and future Corporate Communications<sup>(1)</sup> in printed copy of the Company.

本人/吾等要求索取本公司本次及今後刊發之公司通訊<sup>(1)</sup>之印刷本。

Signature: \_\_\_\_\_  
簽署: \_\_\_\_\_

Date: \_\_\_\_\_  
日期: \_\_\_\_\_

Name: \_\_\_\_\_  
姓名: \_\_\_\_\_ (English 英文)  
(in block letters 請以正楷填寫)

Contact Phone Number: \_\_\_\_\_  
聯絡電話: \_\_\_\_\_

### Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, 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; and (e) a circular.  
「公司通訊」指由本公司發出或將予發出以供本公司任何證券的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、年度賬目連同核數師報告及財務摘要報告(如適用)；(b) 中期報告及中期摘要報告(如適用)；(c) 會議通告；(d) 上市文件；及(e) 通函。
- By completing and returning this Request Form to request for the printed copy of the Current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當閣下填寫及寄回此申請表格以索取刊發之本次公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊的印刷本。

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

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱，聯絡電話號碼，電子郵箱地址和郵寄地址。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

經郵寄: 個人資料私隱主任  
卓佳證券登記有限公司  
香港夏愨道 16 號  
遠東金融中心 17 樓

By email to: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

經電郵: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

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

**No postage is necessary if posted in Hong Kong.**

當閣下寄回本申請表格時，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。

Mailing Label 郵寄標籤

**Tricor Investor Services Limited**  
**卓佳證券登記有限公司**  
**Freepost No. 簡便回郵號碼: 10 GPO**  
**Hong Kong 香港**  
**Sunray (8616)**