



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)

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NOTIFICATION LETTER 通知信函

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Date as postmarked

Dear Registered Shareholder,

**Cosmos Machinery Enterprises Limited (the “Company”)**

**Notification of Publication of Circular regarding Major and Connected Transaction in relation to the Disposal of Sale Shares (the “Current Corporate Communication”)**

Please be informed that the Company’s Current Corporate Communication, in both English and Chinese, is 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 Communication in printed form; or you have chosen (or are deemed to have consented) to access all future Corporate Communications <sup>(Note)</sup> published on the Company’s website but for any reason have difficulty in accessing to the Company’s website, please duly complete Part A of the Change 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](mailto:cosmos118-ecom@hk.tricorglobal.com). The Company c/o the Share Registrar will, upon receipt of your written request, promptly send the Current Corporate Communication in printed form to you free of charge.

To ensure timely receipt of the latest Corporate Communications, the Company encourages and recommends you to access all future Corporate Communications published on the Company’s website and to receive an email notification in relation thereto.

You are entitled to change the 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 would like to change the means of receipt of all future Corporate Communications, please duly complete Part B of the Change Request Form overleaf and sign and return it to the Company c/o the Share Registrar. The Change 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

*Note:* 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.

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致登記股東：

大同機械企業有限公司（「本公司」）  
刊載有關出售待售股份的主要及關連交易的通函（「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的印刷本；或閣下已選擇（或被視為已同意）瀏覽刊載於本公司網站的所有日後公司通訊<sup>(附註)</sup>，但因任何原因在瀏覽本公司網站時遇到困難，請填妥本函背頁的變更申請表的甲部，並將已簽署的表格郵寄至香港夏慤道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](mailto: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。本公司經股份過戶登記處將在收悉閣下的書面要求後，立即免費寄發本次公司通訊的印刷本予閣下。

為確保及時收到最新的公司通訊，本公司鼓勵及建議閣下瀏覽刊載於本公司網站的所有日後公司通訊，並收取相關電郵通知。

閣下有權隨時以郵寄或電郵經股份過戶登記處向本公司發出合理預先書面通知，以更改公司通訊之收取方式。閣下如欲更改所有日後公司通訊之收取方式，請填妥本函背頁的變更申請表的乙部，並將已簽署的表格經股份過戶登記處交回本公司。變更申請表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

日期如郵戳所示

附註：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。

## CHANGE REQUEST FORM 變更申請表

**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.**  
倘若公司通訊之收取方式符合閣下的意願, 則毋須填寫本表格。

**Part A I/We would like to receive the Current Corporate Communication in the manner as indicated below: (Please tick (✓) in the following box.)**  
甲部 本人/我們希望以下列方式收取本次公司通訊: (請於下列空格內填上「✓」號。)

to receive the Current Corporate Communication in printed form.  
收取本次公司通訊的印刷本。

**Part B I/We would like to change of election of means of receipt of all future Corporate Communications: (Please tick (✓) in ONLY ONE of the following boxes.)**  
乙部 本人/我們希望更改所有日後公司通訊之收取方式: (請只在下列其中一個空格內填上「✓」號。)

to access all future Corporate Communications published on the Company's website instead of receiving printed copies, and to receive an email notification in relation thereto; or  
瀏覽刊載於本公司網站的所有日後公司通訊以代替收取印刷本, 並收取相關電郵通知; 或

Email address:  
電郵地址: \_\_\_\_\_

to receive all future Corporate Communications in printed form.  
收取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:  
聯絡電話號碼: \_\_\_\_\_

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

- 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。
- 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, 本表格須由本公司股東名冊內就聯名持股名列首位之股東簽署, 方為有效。
- You have expressly consented to waive your right to receive the printed copies by selection to access the Corporate Communications published on the Company's website instead of receiving printed copies.  
在選擇瀏覽刊載於本公司網站的公司通訊以代替收取印刷本後, 閣下已明示同意放棄收取印刷本的權利。
- The above indication under Part B 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.  
上述乙部指示將適用於寄發予閣下之所有日後公司通訊, 直至閣下以郵寄至香港夏愨道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。
- 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。
- 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。
- 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  
Freeport No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港