



KWOON CHUNG BUS HOLDINGS LIMITED

冠忠巴士集團有限公司*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 306)

NOTIFICATION LETTER 通知信函

30 July 2024

Dear Registered Shareholders,

Kwoon Chung Bus Holdings Limited (the "Company")

– Notice of Publication of Annual Report 2023/24, Circular, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communications") and Environmental, Social and Governance Report 2023/24 (the "ESG Report 2023/24")

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited ("HKEX") at www.hkexnews.hk and the Company's website at www.kcbh.com.hk. For the shareholders who have selected to receive the Company's Corporate Communications in printed version, enclosed is the Current Corporate Communications of the Company in the language you have expressly chosen to receive. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website for any reason, please send your request (specifying your name, address and request) by email at kcbh.ecom@computershare.com.hk or by notice in writing to the Company's Hong Kong share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

The English and Chinese versions of the ESG Report 2023/24 are published in electronic form only on the website of the Company at www.kcbh.com.hk and the HKExnews's website at www.hkexnews.hk. If you wish to obtain a printed copy of the ESG Report 2023/24, please send your written request to the Company c/o the Share Registrar by mail at the above address or via email at kcbh.ecom@computershare.com.hk.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "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; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.kcbh.com.hk and the HKExnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"). Alternatively, you may sign and return the Reply Form to the share registrar.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company's website and the HKExnews website to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications^(Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to kcbh.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please send an email to kcbh.ecom@computershare.com.hk.

By order of the Board
Kwoon Chung Bus Holdings Limited
Wong Leung Pak, Matthew, BBS
Chairman

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.
各位登記股東:

冠忠巴士集團有限公司* (「本公司」)

– 年報 2023/24、通函、股東週年大會通告及委任代表表格 (「本次公司通訊文件」) 及環境、社會及管治報告 2023/24 (「環境、社會及管治報告 2023/24」) 之發佈通知

本公司的本次公司通訊文件備有中、英文版本，並已上載於香港聯合交易所有限公司 (「香港交易所」) 網站 (www.hkexnews.hk) 及本公司網站 (www.kcbh.com.hk)，歡迎瀏覽。若閣下之前選取收取本公司公司通訊之印刷版本，現向閣下奉上按照閣下之前所選擇的閱讀語言編製的本次公司通訊。閣下若因任何理由以致在收取或接收載於本公司網站上的本次公司通訊文件出現困難，閣下可將要求 (註明閣下的姓名、地址及要求) 以電郵方式發送到本公司之電郵地址 kcbh.ecom@computershare.com.hk 或以書面方式郵寄致本公司的香港股份過戶登記處 (「股份過戶處」) 香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本。

環境、社會及管治報告 2023/24 之中、英文版本，僅以電子形式上載於本公司網站 (www.kcbh.com.hk) 及香港交易所披露易網站 (www.hkexnews.hk)。如欲索取環境、社會及管治報告 2023/24 印刷本，閣下可隨時提出書面通知 (透過上述地址郵遞經股份過戶處轉交本公司或，或以電郵方式發送到本公司之電郵地址 kcbh.ecom@computershare.com.hk)。

以電子方式發佈公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發佈公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07A 條，本公司謹此通知閣下，本公司已採用以電子方式發佈公司通訊 (「公司通訊」) 之安排，該公司通訊是指本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佈或將要發佈的任何文件，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; (e) 通函和 (f) 委任表格。

請注意，所有未來公司通訊的英文版和中文版將在公司網站 www.kcbh.com.hk 和披露易網站 www.hkexnews.hk 上提供，以代替印刷本。

徵集電子聯絡資料

為確保及時收到最新的公司通訊，公司建議閣下透過掃描本函隨附之回條 (「回條」) 上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以簽署回條並交回公司的股份過戶處。

如果公司沒有收到閣下的有效電子郵件地址，直至股份過戶處收到閣下有效的電子郵件地址前，閣下或(i)無法收到任何有關發佈公司通訊的通知; (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; 及(iii)本公司未來將以印刷本形式發送可供採取行動的公司通訊^(附註)。

若閣下希望收取日後公司通訊之印刷本，請填妥隨附之回條並交予股份過戶處或發送電子郵件至 kcbh.ecom@computershare.com.hk，並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意，收取日後公司通訊印刷本之指示由收悉閣下指示當日起計一年內有效，此後將過期。

如閣下對本函件有任何疑問，請發送電子郵件至 kcbh.ecom@computershare.com.hk。

承董事會命
冠忠巴士集團有限公司
主席
黃良柏 (銅紫荊星章)

2024 年 7 月 30 日

附註: 可供採取行動的公司通訊指任何涉及及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

*For identification purpose only 僅供識別

REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited / Hong Kong Registrars Limited (The "Share Registrar")

致：香港中央證券登記有限公司 / 香港證券登記有限公司 ("股份過戶處")

(Please choose ONLY ONE of the options below) (請從以下選項中只選擇其中一項)

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications# of the Company via electronic dissemination by scanning your personalized QR code

選項 1: 掃描閣下專屬二維碼提供閣下之電子郵件地址，以接收公司通過電子方式發佈的未來公司通訊#

You are NOT required to return this Reply Form if you choose Option 1. 如選擇了選項 1，閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications# of the following listed company (the "Company") via electronic dissemination

選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址，以確保收到以下上市公司 ("公司") 通過電子方式發佈的未來公司通訊#

Name of Securities holder(s) 證券持有人姓名: Kwoon Chung Bus Holdings Limited 冠忠巴士集團有限公司*

Email address 電郵地址: (Notes 3 / 附註 3)

Option 3: I/we hereby request for receipt of Corporate Communications# in printed form (Please mark "✓" in the below box if applicable)

選項 3: 本人/吾等現要求收取公司通訊#印刷版 (如適用，請在以下方格內劃上「✓」號)

I/we will receive future Corporate Communications# in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. 收取未來公司通訊#的印刷本，並已知悉本指示由收取指示日期起計一年內有效。

Signature(s): (Notes 1) 簽名: (附註 1)

Contact number: 聯絡電話號碼:

Date: 日期:

Notes 附註:

- 1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.
2. Any Reply Form with no signature or otherwise incorrectly completed will be void.
3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications#.
4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.
5. If you mark "✓" in the box in Option 3, no email address will be registered and only Corporate Communications# in printed form will be received.
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

Unless otherwise specified, Corporate Communications refer to 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 the annual report, interim report, notice of meeting, circular and proxy form.

* For identification purposes only 僅供識別

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
(ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications# and to liaise with you on other matters relating to your holdings in the Company.
(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
(iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO.

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司 Freepost No. 簡便回郵號碼: 37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us. No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，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。