



**FSE SERVICES GROUP LIMITED**  
**豐盛服務集團有限公司**  
(Incorporated in the Cayman Islands with limited liability)  
(Stock Code: 331)

19 October 2020

Dear Registered Shareholders,

**FSE Services Group Limited (the “Company”)**

**Notification of Publication of 2019–2020 Annual Report, and Circular dated 19 October 2020 containing Notice of Annual General Meeting together with the relevant Proxy Form (collectively, “Current Corporate Communications”)**

We are pleased to notify you that both English and Chinese versions of the Current Corporate Communications are available under the “Investor Relations” section of the website of the Company at [www.fseservices.com.hk](http://www.fseservices.com.hk) and you can access the relevant documents under the sub-sections titled “Financial Reports” and “Circulars”. The documents are also available on the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk). If you have elected to receive the Corporate Communications<sup>(Note)</sup> in printed form, the printed version of the Current Corporate Communications in your selected language(s) is enclosed.

If you wish to (i) receive the Current Corporate Communications in printed form or in a language version other than your existing choice; and/or (ii) change your choice of language or means of receiving all future Corporate Communications, please complete, sign and return the enclosed Request Form to the Company’s branch share registrar in Hong Kong (the “Hong Kong Registrar”), Tricor Investor Services Limited, by email to [fse-ecom@hk.tricorglobal.com](mailto:fse-ecom@hk.tricorglobal.com) or by post to Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong. If you post the enclosed Request Form in Hong Kong, you may use the freepost mailing label provided at the bottom of the Request Form when returning the Request Form to the Company. If you are mailing from overseas, please affix an appropriate stamp.

You are entitled to change the choice of language and/or means of receipt of future Corporate Communications at any time by providing prior written notice of not less than five clear business days to the Hong Kong Registrar by email to [fse-ecom@hk.tricorglobal.com](mailto:fse-ecom@hk.tricorglobal.com) or by post to Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong. Even if you have elected (or are deemed to have consented) to access the Corporate Communications by electronic means through the Company’s website only instead of receiving printed copies, if for any reason you have difficulty in accessing the Corporate Communications posted on the website of the Company, the Company will, upon receipt of a written request, promptly send you the Corporate Communications in printed form free of charge.

Should you have any queries in relation to this letter, please call the telephone hotline of the Hong Kong Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Mondays to Fridays, excluding public holidays).

Yours faithfully,  
For and on behalf of  
**FSE Services Group Limited**  
**Chan Ju Wai**  
*Company Secretary*

*Note:* Corporate Communications refer to any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to: (a) directors’ reports, annual accounts together with the independent auditor’s reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

Name(s) and address of Registered Shareholder(s):

REQUEST FORM

To: FSE Services Group Limited (the "Company") (Stock Code: 331)
c/o Tricor Investor Services Limited
Level 54, Hopewell Centre, 183 Queen's Road East,
Hong Kong
Email address: fse-ecom@hk.tricorglobal.com

You do NOT need to complete this request form if you have received the document(s) in the language or in the manner you want.

Part A — To receive printed version of the current publications of the Company

(Please mark "X" in appropriate box(es).)

I/We would like to receive a printed [ ] English or [ ] Chinese version or [ ] both English and Chinese version of the following Corporate Communications of the Company:

- [ ] 2019-2020 Annual Report
[ ] Circular dated 19 October 2020 and the proxy form

Part B — To change the choice of language or means of receiving future Corporate Communications\*

(Please mark "X" in ONLY ONE of the following boxes.)

I/We would like to receive future Corporate Communication\* of the Company in the manner as indicated below:

- [ ] to receive the printed English version of all future Corporate Communications\* ONLY; OR
[ ] to receive the printed Chinese version of all future Corporate Communications\* ONLY; OR
[ ] to receive both the printed English and Chinese versions of all future Corporate Communications\*; OR
[ ] to access all future Corporate Communications\* through the website of the Company only instead of receiving printed copies; and receive an email notification or a notification letter of the posting of Corporate Communications on the website of the Company.

Email Address

[Grid for email address input]

(Please provide the email address in English Capital Letters and the email address will be used for email notification of the release of the Corporate Communications only. If no email address is provided, a printed notification letter of the posting of Corporate Communications on the website of the Company will be sent to you by post at your address as appearing in the Company's register of members.)

Name of Shareholder:

Contact telephone number:

Signature:

Date:

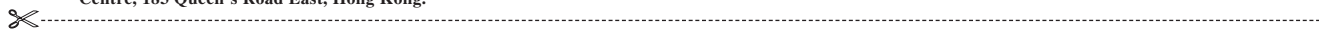
Notes:

- 1. Please complete all the items clearly. The Company reserves its right to treat this Request Form as void if it is incorrectly completed or otherwise with no signature.
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 on this Request Form in order to be valid.
3. The above instruction in Part B will apply to all future Corporate Communications to be sent to shareholders of the Company until you, by prior written notice of not less than five clear business days, inform the Company's branch share registrar in Hong Kong (the "Hong Kong Registrar"), Tricor Investor Services Limited, by email to fse-ecom@hk.tricorglobal.com or by post to Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.
4. You have the right at any time by prior written notice of not less than five clear business days to the Hong Kong Registrar by email to fse-ecom@hk.tricorglobal.com or by post to Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong to change the choice of language and/or means of receipt of the Corporate Communications.
5. For the avoidance of doubt, we do not accept any other instructions given on this Request Form.
6. If you have any queries for completing this form, please call the Hong Kong Registrar's telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 5:00 p.m. (Mondays to Fridays, excluding Hong Kong public holidays).

\* Corporate Communication(s) refers to any document(s) issued or to be issued by the Company for the information or action of the shareholders, including but not limited to: (a) the directors' reports, annual accounts together with the independent auditor's reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

PERSONAL INFORMATION COLLECTION STATEMENT

- (i) "Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (the "PDPO").
(ii) Your supply of Personal Data to the Company is on a voluntary basis and is used for processing your instructions and/or requests as stated in this form. Failure to provide sufficient information may result in the Company not being able to process your such instructions and/or requests as stated in this form.
(iii) Your Personal Data will not be transferred to other third parties (other than the Hong Kong Registrar) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request 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. Any such request for access to and/or correction of your Personal Data should be in writing addressed to the Personal Data Privacy Officer of Tricor Investor Services Limited at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.



MAILING LABEL

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

Mailing label content: 卓佳證券登記有限公司, Tricor Investor Services Limited, 簡便回郵號碼 Freepost No. 37, 香港 Hong Kong, FSE Services Group Limited, 豐盛服務集團有限公司