



Meadville Holdings Limited

美維控股有限公司

(Incorporated in the Cayman Islands with limited liability)
(Stock Code : 3313)

INSTRUCTION FORM *(Notes 1 & 2)*

To: **Meadville Holdings Limited (“Company”)**
c/o Tricor Investor Services Limited (“**Branch Share Registrar**”) at 26th Floor, Tesbury Centre, 28 Queen’s Road East, Wanchai, Hong Kong

For the purpose of environmental protection, you are recommended to choose to receive future Corporate Communication ^(Note 3) of the Company by electronic means through access to the Company’s website at www.meadvillegroup.com in lieu of printed form.

For future Corporate Communication:
To elect/change your choice as to the means of receipt of future Corporate Communication

This part is for filling in by the following shareholder:

- (1) **shareholder who has not made an election of means of receipt and language of Corporate Communication; or**
- (2) **shareholder who has previously made an election of means of receipt and language of Corporate Communication, but now wish to change his/her/its choice of means of receipt and language of future Corporate Communication.**

*Please tick **ONLY ONE** of the following boxes ^(Note 2)*

I/We would like to receive future Corporate Communication of the Company in the following manner:

- (a) to access Corporate Communication posted on the Company’s website using electronic means in lieu of receiving printed form, and to receive **email notification** to my/our email address at _____ of the publication of Corporate Communication on the Company’s website.
- (b) in **English** version only.
- (c) in **Chinese** version only.
- (d) in **BOTH** English and Chinese versions.

Please sign and complete this part before returning this Instruction Form

Shareholder’s full name: _____ Contact telephone number: _____
(PLEASE INSERT IN BLOCK LETTERS)

Signature ^(Note 4): _____ Date: _____

Notes:

- (1) Please complete, sign and return this postage-prepaid Instruction Form to the Branch Share Registrar by (i) mail or hand delivery to its address at 26th Floor, Tesbury Centre, 28 Queen’s Road East, Wanchai, Hong Kong; or (ii) fax at (852) 2810 8185; or (iii) email to meadville-ecom@hk.tricorglobal.com.
- (2) This Instruction Form will be void if more than one box is ticked or no box is ticked or if the information is incorrectly completed.
- (3) Corporate Communication refers to any document issued or to be issued by the Company for your information or action, including but not limited to the directors’ report, annual accounts together with a copy of the auditors’ report and, where applicable, summary financial report; the interim report and, where applicable, summary interim report; the quarterly report (if any); a notice of meeting; a listing document; a circular; and a proxy form.
- (4) 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 shares should sign on this Instruction Form in order to be valid.

POSTAGE
WILL BE
PAID BY
LICENSEE
郵費由持
牌人支付

NO POSTAGE
STAMP
NECESSARY
IF POSTED IN
HONG KONG
如在本港投寄
毋須貼上郵票

BUSINESS REPLY SERVICE LICENCE NO. 6946
商業回郵牌號：6946

TRICOR INVESTOR SERVICES LIMITED
ATTN: MEADVILLE HOLDINGS LIMITED – CORPORATE COMMUNICATIONS
26th Floor, Tesbury Centre
28 Queen's Road East
Wanchai
Hong Kong

請在此摺疊及封口
Please fold and seal here

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Please fold and seal here

Please fold and seal here 請在此摺疊及封口