



環球數碼

GLOBAL DIGITAL CREATIONS HOLDINGS LIMITED

環球數碼創意控股有限公司\*

(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: 8271)

NOTIFICATION LETTER 通知信函

Dear Registered Shareholder,

5 April 2024

Global Digital Creations Holdings Limited (the “Company”)

– Notification of publication of 2023 Annual Report, Circular dated 5 April 2024, Notice of Annual General Meeting and Form of Proxy (“Current Corporate Communications”)

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.gdc-world.com](http://www.gdc-world.com) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk), or the printed form(s) of Current Corporate Communication is/are enclosed according to our agreed arrangement (if applicable).

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communications in printed form, please complete, sign the enclosed Change Request Form and return it to the Company’s branch share registrar in Hong Kong, Tricor Standard Limited (the “Branch Share Registrar”) at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to [8271-ecom@hk.tricorglobal.com](mailto:8271-ecom@hk.tricorglobal.com). The Company will send the Current Corporate Communications to you in printed form free of charge.

It is the responsibility of registered shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you provide your email address by completing, signing the enclosed Reply Form and returning to the Branch Share Registrar at the above-mentioned address by post or by email to [8271-ecom@hk.tricorglobal.com](mailto:8271-ecom@hk.tricorglobal.com). If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of the Corporate Communications (the “Notice of Publication”) and Actionable Corporate Communications<sup>(Note 2)</sup> in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

Should you have any queries relating to the content of this letter, please call the telephone hotline of the Branch Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding public holidays) or send an email to [8271-ecom@hk.tricorglobal.com](mailto:8271-ecom@hk.tricorglobal.com).

By Order of the Board  
Global Digital Creations Holdings Limited  
Xu Liang  
Chairman

Note: 1. “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; (e) a circular; and (f) a proxy form.

2. Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.

各位登記股東：

環球數碼創意控股有限公司（「本公司」）

—2023年年報、日期為 2024年4月5日之通函、股東週年大會通告及代表委任表格（「本次公司通訊」）之登載通知

本公司的本次公司通訊之英文及中文版本已上載於本公司網站([www.gdc-world.com](http://www.gdc-world.com))及香港聯合交易所有限公司（「聯交所」）網站([www.hkexnews.hk](http://www.hkexnews.hk))，或本公司已按閣下同意的安排附上本次公司通訊之印刷本（如適用）。

如閣下因任何理由無法以電子郵件方式收取或閱覽公司通訊的網站版本及欲索取本次公司通訊及日後公司通訊的印刷本，請填妥及簽署隨附之更改申請表格，並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處（「股份過戶登記分處」）卓佳標準有限公司（地址為香港夏慤道16號遠東金融中心17樓）（如在香港投寄毋須貼上郵票），或電郵至 [8271-ecom@hk.tricorglobal.com](mailto:8271-ecom@hk.tricorglobal.com)。在收到閣下索取本次公司通訊的印刷本的書面形式請求後，本公司會及時地將相關本次公司通訊的印刷本免費向閣下寄發。

登記股東有責任提供有效的電子郵件地址。如閣下尚未提供閣下之電子郵件地址予本公司，或需更新閣下之電子郵件地址，本公司建議閣下填妥及簽署隨附之回條，並按上述地址以郵寄方式交回股份過戶登記分處或以電郵方式發送至 [8271-ecom@hk.tricorglobal.com](mailto:8271-ecom@hk.tricorglobal.com)。如果本公司沒有收到閣下的有效電子郵件地址，閣下將無法透過電子郵件方式收取以電子方式發送的公司通訊網站版本的登載通知（「登載通知」）及可供採取行動的公司通訊<sup>(附註2)</sup>。本公司只能以印刷本方式向閣下發送登載通知及可供採取行動的公司通訊之印刷本予閣下，直至股份過戶登記分處收到閣下有效的電子郵件地址為止。

如閣下對本函內容有任何疑問，請致電股份過戶登記分處熱線電話(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5時正或發送電郵至 [8271-ecom@hk.tricorglobal.com](mailto:8271-ecom@hk.tricorglobal.com)。

承董事會命  
環球數碼創意控股有限公司  
徐量  
主席

2024年4月5日

附註：1. 「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；(e)通函；及(f)代表委任表格。

2. 可供採取行動的公司通訊是指任何涉及及要求股東指示其擬如何行使其有關股東權利的公司通訊。

## Change Request Form

## 更改申請表格

To: **GLOBAL DIGITAL CREATIONS HOLDINGS LIMITED**  
(Stock Code: 8271) (the "Company")  
c/o Tricor Standard Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: 環球數碼創意控股有限公司  
(股份代號: 8271) (「本公司」)  
經卓佳標準有限公司  
香港夏慤道16號  
遠東金融中心17樓

### Part A — To receive printed version of the Current Corporate Communications of the Company as indicated below:

甲部 收取貴公司本次公司通訊文件之印刷本:

I/We would like to receive **printed versions** of Current Corporate Communications.  
本人/我們現在希望收取本次公司通訊之印刷本一份。

### Part B — To change the means of receipt of future Corporate Communications and Actionable Corporate Communication of the Company as indicated below:

乙部 本人/我們現在希望更改以下列方式收取貴公司日後公司通訊文件及可供採取行動的公司通訊之收取途徑:

(Please mark a "✓" in **ONLY ONE** of the following boxes. 請從下列選擇中, 僅在其中一個空格內劃上「✓」號。)

to read the **Online Version** of Corporate Communication in place of printed copies, and receive an email notification of the publication of the Online Version to my/our email address; \_\_\_\_\_ OR  
瀏覽公司通訊之網上版本以代替印刷本, 並收取已刊發網上版本之電郵通知, 電郵通知請發至本人/吾等之電郵地址:  
\_\_\_\_\_ ; 或

to receive **printed versions** of Corporate Communications.  
收取公司通訊之印刷本。

**Full Name(s) of Shareholder(s)<sup>#</sup>**  
股東姓名<sup>#</sup>

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

**Signature(s)**  
簽名

**Address<sup>#</sup>**  
地址<sup>#</sup>

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

**Contact telephone number**  
聯絡電話號碼

**Date**  
日期

<sup>#</sup> You are required to fill in the details if you download this form from the website. 假如閣下從網站下載本表格, 請必須填上有關資料。

#### Notes 附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
- Please provide your email address if you wish to receive notification letter via email. If no email address is provided, a printed copy of notification letter will be sent to you by post when corporate communications is/are posted on the Company's website.  
如果閣下希望通過電郵收取通知信函, 請提供閣下的電郵地址。如果閣下沒有提供電郵地址, 本公司將向閣下寄發有關已在本公司網站刊載的公司通訊文件之通知信函印刷本。
- If Part A or Part B has more than one box marked (✓), no box marked (✓), no signature or any other errors during completion, this Change Request Form will be void.  
如在甲部或乙部作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本回條將會作廢。
- 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 Change Request Form in order to be valid.  
如屬聯名股東, 則本更改指示回條須由該名其姓名首先列於本公司股東名冊上的聯名股東簽署方為有效。
- For the avoidance of doubt, we do not accept any additional instructions on this Change Request Form.  
為免存疑, 本公司將不會處理任何在本更改指示回條上的額外指示。

(Please cut along the dotted line 請沿虛線剪下)



#### Mailing Label 郵寄標籤

Please cut the mailing label and stick this on an envelope to return the Request Form to us.  
**No postage stamp is required for local mailing**

當閣下寄回此表格時, 請將此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

Tricor Standard Limited  
卓佳標準有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港  
Global Digital Creations Holdings Limited  
環球數碼創意控股有限公司 (8271)