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## **TIMELESS SOFTWARE LIMITED**

**天時軟件有限公司**

*(incorporated in Hong Kong with limited liability)*

**(Stock Code: 8028)**

### **ELECTION OF MEANS OF RECEIPT AND LANGUAGE OF CORPORATE COMMUNICATION**

The Company is making arrangements for the Shareholders to elect to receive the Corporate Communications (i) in electronic form on the Company's website at [www.timeless.com.hk](http://www.timeless.com.hk) (where they will continue to be published in both Chinese and English) or in printed form; and (ii) if the Shareholders elect to receive the Corporate Communications in printed form, to elect to receive them in the English language only, in the Chinese language only or in both languages. The purposes of these arrangements are for increasing efficiency, saving costs and protecting the environment.

### **PROPOSED ARRANGEMENTS**

Pursuant to the Companies Ordinance (Cap. 622, Laws of Hong Kong), the GEM Listing Rules and articles of association of the Company, the following arrangements will be made by the Company:

1. The Company will send a letter to its Shareholders on 4 February 2016 (the "First Letter") and a reply form together with a mailing label attached for posting within Hong Kong (the "Reply Form"). The First Letter and the Reply Form will be in Chinese and English. The Reply Form will enable the Shareholders to elect to receive the Company's future Corporate Communications (i) in electronic form on the Company's website at [www.timeless.com.hk](http://www.timeless.com.hk) or in printed form; and (ii) if they elect to receive the Corporate Communications in printed form, to elect to receive them in the English language only, in the Chinese language only or in both languages. The Corporate Communications will continue to be published on the Company's website in both languages.

**The First Letter explains that, if the Company does not receive from a Shareholder a duly completed and signed Reply Form (or a response from a Shareholder indicating that the Shareholder objects to receive the Corporate Communications in electronic form on the Company's website) on or before 3 March 2016, the Shareholder will be deemed, until the Shareholder informs the Share Registrar otherwise by reasonable notice in writing at the offices of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to [timeless.ecom@computershare.com.hk](mailto:timeless.ecom@computershare.com.hk), to have consented to receive all future Corporate Communications in electronic form on the Company's website instead of receiving them**

**in printed form, and in the future a printed notification letter of publication of the Corporate Communications on the Company's website (the "Second Letter") will be sent to such Shareholders by post at their address as appearing in the register of members of the Company maintained by the Share Registrar.**

2. If a Shareholder has elected in a Reply Form to receive the Corporate Communications in printed form, the Company will send the Corporate Communications to the Shareholder in the language or languages elected by the Shareholder unless and until the Shareholder notifies the Share Registrar in writing (at the above address) or by email to [timeless.ecom@computershare.com.hk](mailto:timeless.ecom@computershare.com.hk) that the Shareholder wishes to receive the Corporate Communications in a different language (or, as the case may be, in both languages) or in electronic form on the Company's website.
3. If a Shareholder has elected in a Reply Form to receive the Corporate Communications in electronic form on the Company's website, the Company will send the Second Letter to such shareholders by post at their address as appearing in the register of members of the Company maintained by the Share Registrar.
4. When each Corporate Communication is sent by the Company in printed form to a Shareholder in accordance with the arrangements described above, the Second Letter and a request form (the "Request Form") with postage prepaid (applicable for posting within Hong Kong only) will be attached to the relevant Corporate Communications, indicating that the Corporate Communications in a different language will be available upon request. The Second Letter and the Request Form will be in both Chinese and English. By completing and returning the Request Form to the Company through the Share Registrar (at the above address) or by email to [timeless.ecom@computershare.com.hk](mailto:timeless.ecom@computershare.com.hk) at any time, the Shareholder may elect to receive the Corporate Communications in a different language.
5. The Shareholders may also at any time by reasonable notice (of not less than 7 days) in writing to the Company (by sending to the Share Registrar at the above address or by email to [timeless.ecom@computershare.com.hk](mailto:timeless.ecom@computershare.com.hk)) elect (i) to receive future Corporate Communications in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form); or (ii) to change the language in which they receive the Corporate Communications in printed form. If any Shareholder who has elected (or is deemed to have elected) to receive the Corporate Communications in electronic form on the Company's website for any reason has difficulty in gaining access to the Corporate Communications on the Company's website, the Company will upon written request by the Shareholder send the Corporate Communications to the Shareholder in printed form free of charge.
6. All Corporate Communications will be available on the Company's website at [www.timeless.com.hk](http://www.timeless.com.hk) and the GEM website at [www.hkgem.com](http://www.hkgem.com) in both English and Chinese and in accessible format.
7. The Shareholders can call the Share Registrar's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding public holidays) in respect of the arrangements described above.

8. The First Letter and the Second Letter will indicate that the Corporate Communications will be available on the Company's website in both English and Chinese and that the hotline service is being provided as described above.

## **Definitions**

“Board”	the board of Directors;
“Company”	Timeless Software Limited (stock code: 8028);
“Corporate Communications”	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) the directors' reports, 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) the quarterly report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form;
“GEM”	the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited;
“GEM Listing Rules”	the Rules Governing the Listing of Securities on the GEM;
“Hong Kong”	the Hong Kong Special Administrative Region of the People's Republic of China;
“Share(s)”	ordinary share(s) in the capital of the Company;
“Shareholder(s)”	holder(s) of the Share(s); and
“Share Registrar”	Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

By order of the Board  
**TIMELESS SOFTWARE LIMITED**  
**Ko Yuen Kwan**  
*Company Secretary*

Hong Kong, 29 January 2016

*As at the date hereof, Dr. Cheng Kin Kwan (Chairman), Mr. Felipe Tan, Mr. Zhang Ming and Ms. Lau Yun Fong Carman are executive directors of the Company; Mr. Lam Kai Ling Vincent is a non-executive director of the Company; and Ms. Tsang Wai Chun Marianna, Mr. Chan Mei Ying Spencer, Mr. Lam Kwai Yan and Ms. Chan Choi Ling are independent non-executive directors of the Company.*

*This announcement, for which the Directors collectively and individually accept full responsibility, includes particulars given in compliance with the GEM Listing Rules for the purpose of giving information with regard to the Company. The Directors, having made all reasonable enquiries, confirm that to the best of their knowledge and belief the information contained in this announcement is accurate and complete in all material respects and not misleading or deceptive, and there are no other matters the omission of which would make any statement herein or this announcement misleading.*

*This announcement will remain on the “Latest Company Announcements” page of the GEM website at [www.hkgem.com](http://www.hkgem.com) for at least seven days from the date of its publication and on the Company’s website at [www.timeless.com.hk](http://www.timeless.com.hk).*