# THIS CIRCULAR IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

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If you are in any doubt as to the action to be taken, you should immediately consult your stockbroker or other registered dealer in securities, bank manager, solicitor, professional accountant or other professional adviser.

If you have sold all your shares in Timeless Software Limited, you should at once hand this circular and the accompanying forms of proxy to the purchaser or to the bank, stockbroker or other agent through whom the sale was effected for transmission to the purchaser.



# TIMELESS SOFTWARE LIMITED

(incorporated in Hong Kong with limited liability)

### PROPOSAL FOR

# GENERAL MANDATE TO REPURCHASE ITS OWN SHARES

The notice of the Annual General Meeting of Timeless Software Limited to be held in Hong Kong on Wednesday, 6 August 2003 at 3:30 p.m. is set out on pages 49 to 50 of the 2003 Annual Report of the Company. Whether or not you are able to attend the meeting, please complete and return the accompanying form of proxy in accordance with the instructions printed thereon as soon as possible and in any event not less than 48 hours before the time appointed for holding the meeting. Completion of the proxy form and its return will not preclude you from attending, and voting at, the Annual General Meeting if you so wish.

This circular will remain on the GEM website at www.hkgem.com on the "Latest Company Announcements" page for at least 7 days from the date of posting and on the Company's website at www.timeless.com.hk.

# **DEFINITIONS**

In this circular, the following expressions shall have the following meanings unless the context indicates otherwise:

"Annual General Meeting" the annual general meeting of the Company to be held at Board Room, 7/F., The Dynasty Club Limited, South West Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong on Wednesday, 6 August 2003 at 3:30 p.m. or any adjournment thereof

"Associate" shall have the meaning ascribed to it under the GEM Listing

Rules

"Board" the board of Directors of the Company or a duly authorised

committee thereof

"Commission" Securities and Futures Commission

"Companies Ordinance" the Companies Ordinance (Chapter 32 of the Laws of Hong

Kong), as amended or supplemented from time to time

"Company" Timeless Software Limited, a company incorporated in Hong

Kong with limited liability

"Connected Person" shall have the meaning ascribed to it under the GEM Listing

Rules

"Directors" the director(s) of the Company

"GEM Listing Rules" the Rules Governing the Listing of Securities on The Growth

Enterprise Market of The Stock Exchange of Hong Kong Limited as amended, supplemented or otherwise modified

from time to time

"Hong Kong" the Hong Kong Special Administrative Region of the People's

Republic of China

"HK\$" Hong Kong dollars, the lawful currency of Hong Kong for the

time being

"Latest Practicable Date" 24 June 2003, being the latest practicable date prior to the

printing of this circular for ascertaining certain information

contained herein

"Repurchase Mandate" the proposed mandate to the Directors to repurchase Shares

pursuant to ordinary resolution no.(4)(i) as set out in the notice of Annual General Meeting in its present or any

amended form

DEFINITIONS		
"Share(s)"	shares of HK\$0.05 each of the Company (or such other nominal amount prevailing from time to time)	
"Stock Exchange"	The Stock Exchange of Hong Kong Limited	
"Takeover Code"	The Hong Kong Code on Takeovers and Mergers issued by the Hong Kong Securities and Futures Commission	

# LETTER FROM THE BOARD



# TIMELESS SOFTWARE LIMITED

(incorporated in Hong Kong with limited liability)

Executive Directors:

Mr. CHENG Kin Kwan (Chairman)

Mr. LAW Kwai Lam

Mr. CHUNG Yiu Fai

Ms. LEUNG Mei Sheung, Eliza

Ms. SO Mi Ling, Winnie

Ms. WONG Wai Ping, Mandy

Mr. ZHANG Min

Ms. ZHENG Ying Yu

Independent Non-executive Directors:

Mr. CHONG Siu Pui

Mr. NG Kwok Tung

Registered office:
79th Floor
The Center

99 Queen's Road Central

Hong Kong

27 June 2003

To the shareholders of the Company,

Dear Sir/Madam,

### 1. INTRODUCTION

At the annual general meeting of the Company held on 5 August 2002, an ordinary resolution was passed giving general mandate to the Directors to exercise the powers of the Company to repurchase its own Shares in accordance with the GEM Listing Rules. Such general mandate will lapse at the conclusion of the forthcoming Annual General Meeting. It is therefore proposed to renew the general mandate to repurchase Shares at the Annual General Meeting. The purpose of this circular is to provide shareholders with information regarding the proposed renewal of the general mandate to repurchase Shares and to seek shareholders approval of the ordinary resolution relating to such matter at the Annual General Meeting.

### 2. THE REPURCHASE MANDATE

To provide flexibility to the Directors, an ordinary resolution will be proposed at the Annual General Meeting that the Directors be given the Repurchase Mandate to exercise all the powers of the Company to purchase issued Shares of the Company subject to the limitation set out in the ordinary resolution no.(4)(i) in the notice of the Annual General Meeting. In particular, shareholders should note that the maximum number of Shares that may be repurchased pursuant to the Repurchase Mandate

### LETTER FROM THE BOARD

will be such number of Shares as represents 10 per cent. of the share capital of the Company in issue outstanding on the date of the resolution. In addition, shareholders should note that the Repurchase Mandate will continue in force until the earlier of: (i) the conclusion of the next annual general meeting of the Company; (ii) the expiration of the period within which the next annual general meeting of the Company is required by law to be held; and (iii) the revocation or variation of the Repurchase Mandate by ordinary resolution of the shareholders of the Company in general meeting.

An explanatory statement as required under rule 13.08 of the GEM Listing Rules to provide the requisite information of the Repurchase Mandate is set out in the Appendix hereto.

### 3. 2003 ANNUAL REPORT AND ANNUAL GENERAL MEETING

A copy of the Annual Report of the Company for the year ended 31 March 2003 is enclosed for your review. A copy of the notice of Annual General Meeting, to be held in Hong Kong at Board Room, 7/F., The Dynasty Club Limited, South West Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong at 3:30 p.m. on 6 August 2003 is set out on pages 49 to 50 of the 2003 Annual Report of the Company.

The ordinary resolution to approve the granting of the Repurchase Mandate will be proposed at such meeting.

A form of proxy for use at the Annual General Meeting is enclosed. Whether or not you are able to attend the meeting, please complete the accompanying form of proxy in accordance with the instructions printed thereon and return it to the registered office of the Company in Hong Kong at 79th Floor, The Center, 99 Queen's Road Central, Hong Kong as soon as possible and, in any event, so as to be received not less than 48 hours before the time appointed for the holding of the meeting. Completion and delivery of the form of proxy will not prevent you from attending and voting at the meeting if you so wish.

### 4. RESPONSIBILITY STATEMENT

This circular, for which the Directors of the Company 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 all reasonable enquiries, confirm that, to the best of their knowledge and belief (i) the information contained in this circular is accurate and complete in all material respects and not misleading; (ii) there are no other matters the omission of which would make any statement in this circular misleading; and (iii) all opinions expressed in this circular have been arrived at after due and careful consideration and are founded on bases and assumptions that are fair and reasonable.

# LETTER FROM THE BOARD

#### 5. RECOMMENDATION

The Directors believe that the granting of the Repurchase Mandate is in the best interests of the Company and its shareholders and so recommend you to vote in favour of the ordinary resolution at the Annual General Meeting. Shareholders should note that the Directors will exercise their voting rights in respect of all of their shareholdings (if any) in favour of the ordinary resolution.

Yours faithfully, CHENG Kin Kwan Chairman This appendix serves as the explanatory statement, as required under rule 13.08 of the GEM Listing Rules, to provide requisite information to you for your consideration of the proposal to permit the repurchase of Shares up to a maximum of 10 per cent. of the issued share capital of the Company as at the date of approval for the Repurchase Mandate.

#### MAXIMUM NUMBER OF SHARES TO BE REPURCHASED

A maximum of 10 per cent. of the aggregate nominal amount of the issued share capital at the date of the proposed resolution may be repurchased on the Stock Exchange. As at 24 June 2003, the Latest Practicable Date for determining such figure, the number of Shares in issue were 948,855,503 Shares. On the basis of such figures (and assuming no new Shares will be issued and no Shares will be repurchased after 24 June 2003, and up to the date of passing such resolution), the Directors would be authorised to repurchase Shares up to a limit of 94,885,550 Shares.

#### REASONS FOR THE REPURCHASE MANDATE

The Directors have no present intention to repurchase any Shares. It is not possible to anticipate in advance those circumstances in which the Directors might consider it appropriate to repurchase Shares, but Shares would only be purchased in circumstances where the Directors consider that the purchase would be in the best interests of the Company and its shareholders. Such purchases may, depending on market conditions and funding arrangements at the time, lead to an enhancement of net assets and/or earnings per Share.

#### SOURCE OF FUNDS

It is expected that the funds required for repurchases of Shares under the Repurchase Mandate would be derived from the capital paid up on the Shares being repurchased (if applicable) and from the distributable profits of the Company, which will be funds legally available for the purchase under Hong Kong law.

#### MATERIAL ADVERSE IMPACT

There might be a material adverse impact on the working capital or gearing position of the Company (as compared with the position disclosed in its most recent published audited financial statements) in the event that authorised repurchases of Shares is carried out in full at any time during the proposed repurchase period. However, the Directors do not propose to exercise the general mandate to such extent as would, in the circumstances, have a material adverse effect on the working capital requirements of the Company or the gearing levels which in the opinion of the Directors are from time to time appropriate for the Company.

# DIRECTORS, THEIR ASSOCIATES AND CONNECTED PERSONS

None of the Directors nor, to the best of their knowledge and belief having made all reasonable enquiries, any of their Associates has any present intention, in the event that the Repurchase Mandate is granted by shareholders, to sell Shares to the Company.

No Connected Person of the Company has notified the Company that any such person has a present intention to sell any Shares to the Company nor has he/she undertaken not to sell any of the Shares held by him/her to the Company in the event that the Company is authorised to make purchases of Shares.

#### EFFECT OF TAKEOVER CODE

The Directors are not aware of any consequences which will arise under the Takeover Code as a result of any purchases made under the Repurchase Mandate.

In the event that the Directors exercise in full the powers to repurchase Shares which is proposed to be granted pursuant to the ordinary resolution no.(4)(i), then (based on the present shareholdings as at the Latest Practicable Date) the shareholdings of Mr. Cheng Kin Kwan, Crimson Asia Capital Limited, L.P. and Educational Information Technology (HK) Company Ltd. would be increased from approximately 11.03 per cent, 11.31 per cent. and 11.39 per cent. to approximately 12.26 per cent, 12.56 per cent and 12.65 per cent. respectively. In the opinion of the Directors, such increase would not give rise to an obligation to make a mandatory offer under Rules 26 and 32 the Takeover Code. However, the Directors have no present intention to exercise the repurchase of Shares to an extent that would result in such takeover obligations.

### SHARE PRICES

During each of the 12 months preceding the Latest Practicable Date, the highest and lowest traded prices per Share on the Stock Exchange were as follows:

Year	Month	Highest	Lowest
		HK\$	HK\$
2002	June	0.460	0.280
	July	0.300	0.145
	August	0.295	0.139
	September	0.280	0.187
	October	0.218	0.136
	November	0.190	0.140
	December	0.188	0.156
2003	January	0.182	0.150
	February	0.160	0.126
	March	0.167	0.135
	April	0.159	0.134
	May	0.200	0.130

#### SHARES PURCHASED BY THE COMPANY

The Company has not purchased any of its Shares (whether on the Stock Exchange or otherwise) during the six months prior to the date of this circular.

### UNDERTAKING OF THE DIRECTORS

The Directors have undertaken to the Stock Exchange to exercise the powers of the Company to make purchases pursuant to the Repurchase Mandate in accordance with the GEM Listing Rules and the applicable laws of Hong Kong, and in accordance with the regulations set out in the Memorandum and Articles of Association of the Company.