

# TIMELESS SOFTWARE LIMITED

## 天時軟件有限公司

(incorporated in Hong Kong with limited liability)

(Stock code: 08028)

4 February 2016

Dear Shareholders,

### Election of Means of Receipt and Language of Corporate Communication

Pursuant to the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the "Stock Exchange"), the Hong Kong Companies Ordinance (Cap.622, Laws of Hong Kong) and the articles of association of Timeless Software Limited (the "Company"), the Company will make available the following options for you to elect for receipt of future corporate communication ("Corporate Communication") of the Company, which means 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' 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) the quarterly report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form, in the following manners:

- (1) to read the future Corporate Communication published on the Company's website at [www.timeless.com.hk](http://www.timeless.com.hk) ("Website Version") in place of receiving printed copies, and receive a printed notification letter of the publication of the Corporate Communication on the Company's website; or
- (2) to receive the printed English version only of all future Corporate Communication; or
- (3) to receive the printed Chinese version only of all future Corporate Communication; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communication.

For the protection of the environment and the saving of printing and mailing costs, the Company recommends you to elect the Website Version of Corporate Communication. To make your election, please mark (X) in the appropriate box on the enclosed reply form, sign and return it by post or hand delivery to the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post it in Hong Kong, you may use the mailing label in the reply form and need not affix a stamp when returning your reply form. Otherwise, please affix an appropriate stamp.

**If the Company does not receive the duly completed and signed reply form or a response indicating the objection from you on or before 3 March 2016, you are deemed, until you inform the Share Registrar otherwise by reasonable notice in writing at the above address or by email to [timeless.ecom@computershare.com.hk](mailto:timeless.ecom@computershare.com.hk), to have consented to receive all Corporate Communication in Website Version only, and a printed notification letter of the publication of the Corporate Communication on the Company's website will be sent to you.**

You have the right at any time by reasonable notice in writing to the Share Registrar (at the above address) or by email to [timeless.ecom@computershare.com.hk](mailto:timeless.ecom@computershare.com.hk) to change your choice of language and/or means of receipt of the Corporate Communication. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communication in electronic form but for any reason have difficulty in gaining access to the Corporate Communication, the Company will promptly upon receipt of your written request send the Corporate Communication to you in printed form free of charge.

Please note that (a) both printed copies of English and Chinese versions of all future Corporate Communication will be available from the Company or the Share Registrar upon request; and (b) the same will also be available on the Company's website at [www.timeless.com.hk](http://www.timeless.com.hk) and the GEM website of the Stock Exchange at [www.hkgem.com](http://www.hkgem.com).

If you have any queries relating to this letter, please 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).

By Order of the Board  
**Timeless Software Limited**  
**Ko Yuen Kwan**  
Company Secretary

**TSLH-04022016-1(21)**