

Dear Shareholders,

TIMELESS SOFTWARE LIMITED (the “Company”)
– Publication of 3rd Quarterly Report (the “Current Corporate Communication”)

Please be informed that the English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at www.timeless.com.hk and the website of the GEM of The Stock Exchange of Hong Kong Limited (“**Stock Exchange**”) at www.hkgem.com, or the arranged printed form(s) of the Current Corporate Communication is enclosed (if applicable). You may access the Current Corporate Communication on the Company’s website or by browsing through the GEM website of the Stock Exchange.

For shareholders who choose or are deemed to have consented to receive Corporate Communications ^(Note) by electronic means but if for any reason any shareholder has difficulty receiving or gaining access to the Corporate Communications, or if you want to receive another printed language version of the Current Corporate Communication (if applicable), the Company will promptly, upon your request, send you a printed version free of charge. Please make your request to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “**Share Registrar**”), at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email at timeless.ecom@computershare.com.hk.

Please also note that you are entitled to change your choice of language and/or means of receipt of the Company’s future Corporate Communications by giving reasonable notice in writing or by completing, signing and returning the Change Request Form on the reverse side by post or hand delivery to the Share Registrar or by email to timeless.ecom@computershare.com.hk. If you post from Hong Kong, you may use the mailing label at the bottom of the Change Request Form and need not affix a stamp when returning your Change Request Form. Otherwise, please affix an appropriate stamp. The Change Request Form may also be downloaded from the Company’s website at www.timeless.com.hk or the GEM website of the Stock Exchange at 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) or send an email to timeless.ecom@computershare.com.hk.

By Order of the Board
TIMELESS SOFTWARE LIMITED
Chan Mei Ying Spencer
Chief Executive Officer

Note: Corporate Communications means any document(s) including, but not limited to, (a) annual report and, where applicable, summary financial report; (b) interim report and, where applicable, summary interim report; (c) the quarterly report; (d) notice of meeting; (e) listing document; (f) circular; and (g) proxy form.

各位股東：

天時軟件有限公司（「本公司」）
– 第三季季度報告（「本次公司通訊」）之發佈通知

謹通知閣下本公司的本次公司通訊的中、英文版本已載列於本公司網站（www.timeless.com.hk）及香港聯合交易所有限公司（「**聯交所**」）GEM 網頁（www.hkgem.com），或按安排附上本次公司通訊的印刷本（如適用）。閣下可於本公司網站閱覽本次公司通訊或在聯交所 GEM 網頁瀏覽有關文件。

至於已選擇或被視為已選擇收取公司通訊 ^(附註) 電子版本之股東，若因任何理由在收取或瀏覽公司通訊上遇到困難，或閣下欲收取本次公司通訊之另一語言印刷本（如適用），本公司將於收到閣下之要求後，迅即免費寄發一份印刷本予閣下。請把上述要求寄回本公司股份登記處「香港中央證券登記有限公司」（「**股份登記處**」），地址為香港灣仔皇后大道東183號合和中心17M樓或以電郵發送至 timeless.ecom@computershare.com.hk。

敬請留意，閣下有權通過給予股份登記處合理的書面通知或通過填妥及簽署背面的更改指示回條，並將其郵遞或親身交付予股份登記處或電郵至 timeless.ecom@computershare.com.hk，更改閣下收取本公司日後公司通訊所選擇的語言及／或收取方式。倘若閣下在香港投寄，可使用更改指示回條下方的郵寄標籤將其寄回，而毋須貼上郵票；否則，請貼上適當的郵票。更改指示回條亦可於本公司網站（www.timeless.com.hk）或聯交所 GEM 網頁（www.hkgem.com）內下載。

如閣下對本函內容有任何疑問，請於星期一至星期五（公眾假期除外）上午9時正至下午6時正辦公時間內致電股份登記處電話熱線(852) 2862 8688 或電郵至 timeless.ecom@computershare.com.hk。

承董事會命
天時軟件有限公司
行政總裁
陳鍊英

2020年2月18日



Shareholder Name and Address:

股東之姓名及地址:

Change Request Form 更改指示回條

To: TIMELESS SOFTWARE LIMITED (the "Company")
(Stock Code: 8028)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East
Wanchai, Hong Kong

致: 天時軟件有限公司 (「貴公司」)
(股份代號: 8028)
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We would like to receive all future Corporate Communications* of the Company in the manner as indicated below:

本人/吾等欲以下列方式收取 貴公司日後之所有公司通訊*:

(Please mark (X) 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「X」號)

- to read the **website version** of Corporate Communications published on the Company's website in place of receiving printed copies; and receive a printed notification letter of the publication of Corporate Communications on the Company's website;
OR
瀏覽在 貴公司網站發出公司通訊之**網上版本**, 以代替收取印刷本, 並收取公司通訊已在 貴公司網站刊發的通知函印刷本; **或**
- to receive the **printed English version** of Corporate Communications ONLY; **OR**
僅收取公司通訊之**英文印刷本**; **或**
- to receive the **printed Chinese version** of Corporate Communications ONLY; **OR**
僅收取公司通訊之**中文印刷本**; **或**
- to receive both **printed English and Chinese versions** of Corporate Communications.
同時收取公司通訊之**英文及中文印刷本**。

Name(s) of shareholder(s)#

股東姓名#

Date

日期

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

Shareholder(s) registered address

股東的登記地址

Contact telephone number

聯絡電話號碼

Signature(s)

簽署

You are required to fill in the details if you download this Change Request Form from the Company's website.

假如閣下從本公司網站下載本更改指示回條, 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。
- 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 on 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於本公司股東名冊上就聯名持有股份之其姓名位列首位的股東簽署, 方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本回條作出超過一項選擇、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。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing to the Company's share registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to timeless.ecom@computershare.com.hk.
上述指示適用於日後向本公司股東發出的所有公司通訊, 直至 閣下發出合理的書面通知通知本公司股份登記處「香港中央證券登記有限公司」(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)或以電郵發送至 timeless.ecom@computershare.com.hk 另作選擇為止。
- Shareholders are entitled to change the choice of language and / or means of receipt of Corporate Communications at any time by reasonable notice in writing to the Company's share registrar (at the above address) or by email to timeless.ecom@computershare.com.hk.
股東有權隨時發出合理的書面通知予本公司股份登記處(上述地址)或以電郵至 timeless.ecom@computershare.com.hk, 更改有關公司通訊的語言版本及/或收取方式。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
為免存疑, 任何在本更改指示回條上的額外手寫指示, 本公司將不予處理。

*Corporate Communications means any document(s) including, but not limited to, (a) annual report and, where applicable, summary financial report; (b) interim report and, where applicable, summary interim report; (c) the quarterly report; (d) notice of meeting; (e) listing document; (f) circular; and (g) proxy form.

公司通訊包括但不限於: (a) 年度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) 季度報告; (d) 會議通告; (e) 上市文件; (f) 通函; 及(g) 代表委任表格。

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郵寄標籤 MAILING LABEL

閣下寄回此更改指示回條時, 請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope to return this change request form to us.

No postage stamp necessary if posted in Hong Kong.

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong