



理文造紙有限公司

Lee & Man Paper Manufacturing Limited

(Incorporated in the Cayman Islands and its members' liability is limited)

NOTICE

April 9, 2020

Dear Shareholders,

Re: Arrangement for Lee & Man Paper's 2020 AGM on April 24, 2020

Due to the recent outbreak of the coronavirus and taking into consideration advice from the Centre for Health Protection of the HKSAR, the management of **Lee & Man Paper Manufacturing Limited** ("**Lee & Man Paper**"; **Stock Code: 2314**) has decided to implement the following measures at the upcoming Annual General Meeting ("AGM") to be held on Friday April 24, 2020.

- No corporate souvenirs or gifts will be given out
- No buffet lunch nor any forms of refreshments will be served
- Anyone subject to quarantine, with any flu-like symptoms, who has had close contact with any person under quarantine, or has travelled overseas within 14 days immediately before the AGM will not be permitted to enter the venue
- Mandatory body temperature check will be carried out at the entrance, only shareholders that have passed the temperature check, wearing face masks, and having filled in health declaration forms will be allowed into the venue

We hope you understand the above measures have been implemented for the benefit and health of all our shareholders. We also strongly encourage shareholders not to physically attend the AGM if possible, and instead to vote by appointing the Chairman of the Meeting as your proxy and/or indicating your voting preference through the proxy form. If you have any questions for the management, you can contact our IR department at henry_cheung@leemanpaper.com, our colleagues will get back to you with our management's reply shortly. If you are planning to attend the AGM in person, please be reminded to observe good personal hygiene at all times.

Thank you for your attention and cooperation in this regard. We wish you and your family health and happiness always.

Yours sincerely,

Cheung Kwok Keung

Company Secretary

Lee & Man Paper Manufacturing Limited