

XINYI ENERGY HOLDINGS LIMITED

信義能源控股有限公司

(Incorporated in the British Virgin Islands with limited liability) (於英屬處女群島註冊成立之有限公司)

(Stock code: 03868)

NOTIFICATION LETTER 通知信函

22 April 2021

Dear Registered Shareholder,

Xinyi Energy Holdings Limited (the "Company")

- Notice of Publication of Annual Report, Circular, Notice and Proxy Form of Annual General Meeting (the "Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.xinyienergy.com and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "HKEXnews website") at www.hkexnews.hk (the "Website Version"). You may access the Current Corporate Communications on the Company's website or by browsing through the HKEXnews website. You will require Adobe® Reader® to view the relevant documents.

If you would like to receive another printed version of the Current Corporate Communications in languages other than previously indicated to the Company, please complete Part A of the Change Request Form (the "Change Request Form") on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Share Registrar"), using the freepost mailing label printed thereon (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send an email with a scanned copy of the completed Change Request Form to xinyienergy.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company's website at www.nivyienergy.ecom or the HKEXnews website at www.nivyienergy.eco

Shareholders may at any time choose to receive (or change their choice of means of receipt and/or language) the Company's all future corporate communications (Note): (1) either in printed form, or read the Website Version; and (2) either in English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you would like to change your choice of means of receipt and/or language of the Company's all corporate communications in the future, you may at any time complete Part B of the Change Request Form on the reverse side and send it to the Company c/o the Hong Kong Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to vinivenergy.ecom@computershare.com.hk. Even if you have chosen (or are deemed to have consented) to receive the Company's corporate communications via Website Version but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 3919 2888 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays) or send an email to xinyienergy.ecom@computershare.com.hk.

Yours faithfully,
For and on behalf of
Xinyi Energy Holdings Limited
TUNG Fong Ngai
Executive Director and Chief Executive Officer

Note: Corporate communications include but are not limited to the Company's (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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位登記股東:

信義能源控股有限公司(「本公司」)

- 年度報告、股東週年大會通函、通告及委任代表表格(「本次公司通訊」)之發佈通知

本公司的本次公司通訊的中、英文版本已上載於本公司網站 <u>www.xinyienergy.com</u>及香港聯合交易所有限公司披露易之網站(「**披露易網站**」)<u>www.hkexnews.hk</u> (「網上版本」),歡迎瀏覽。請使用 Adobe® Reader®在本公司網站或披露易網站開啟並瀏覽有關文件。

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如對本信函內容有任何疑問,請致電本公司電話熱線(852) 3919 2888,辦公時間為星期一至五(香港公眾假期除外)上午 9 時正至下午 6 時正或發送電郵至 xinyienergy.ecom@computershare.com.hk。

承董事會命 信義能源控股有限公司 執行董事兼行政總裁 董貺選 謹酌

2021年4月22日

附註:公司通訊包括但不限於本公司的(a)董事會報告、發行人的年度賬目連同核數師報告以及(如適用)財務摘要報告;(b)中期報告及(如適用)中期摘要報告;(c)會議通告;(d)上市文件; (e)通函;及(f)委派代表書。

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- Personal Information Collection Statement 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Collection Statement (安雅人女科士明)

 本型明中所指的「個人資料」具有香港主例第 486章 (個人資料(私趣)條例)(「**化風條例**」)中「個人資料」的涵養。

 Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide saw difficient information, the Company may not be able to process your instructions and/or requests as stated in this form.

 图下是目眼中本公司提供周人資料,毛 图下未提提代更为资料。本公司可能無法选理 图下在未发格上所设置的指示及/或要求。

 Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its branch share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record numbers.

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本公司可就任何所說明的用途,將 閣下的個人資料校露或轉移绘本公司的附屬公司、股份過戶登記分慮,及/或其他公司或團體,並將在適當期間保留談等個人資料作核實及記錄用途。
You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data broad Data Privacy Officer of Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

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* Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company's securities or the investing public, including but are not limited to the Company's (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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

公司遞訊指發行人發出或將予發出以供其任何證券的持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於(a)董事會報告、發行人的年度聚目連同核數師報告以及(如週用)財務練更報告;(b)中期報告及(如週用)中期報告及(如週用)中期報告及(如週用)中期報告及(如週用)中期報告報告;(c) 會議通告;(d) 上市文件;(e) 通函;及(f) 委派代表書

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

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