



## 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](http://www.xinyienergy.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "HKEXnews website") at [www.hkexnews.hk](http://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](mailto:xinyienergy.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company's website at [www.xinyienergy.com](http://www.xinyienergy.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

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<sup>(Note)</sup>: (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 [xinyienergy.ecom@computershare.com.hk](mailto:xinyienergy.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](mailto: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 [www.xinyienergy.com](http://www.xinyienergy.com) 及香港聯合交易所有限公司披露易之網站 (「披露易網站」) [www.hkexnews.hk](http://www.hkexnews.hk) (「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。

如閣下欲收取本次公司通訊之另一語言印刷本 (而非先前向本公司提出之語言印刷本)，請填妥本信函背面的變更申請表格 (「變更申請表格」) 之 A 部，並使用隨附之免郵費郵寄標籤經香港中央證券登記有限公司 (「香港股份過戶登記分處」) 寄回本公司 (如在香港投寄，毋須貼上郵票；否則，請貼上適當郵票)。香港股份過戶登記分處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。閣下亦可把已填妥之變更申請表格的掃描副本電郵到 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.ecom@computershare.com.hk)。申請表格亦可於本公司網站 [www.xinyienergy.com](http://www.xinyienergy.com) 或披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

儘管閣下早前曾向本公司作出收取日後所有公司通訊<sup>(附註)</sup> 收取方式或語言版本之選擇，但仍可以隨時更改有關選擇，轉為 (1) 以印刷本或網上版本收取；及 (2) 只收取英文印刷本、或只收取中文印刷本；或同時收取中、英文印刷本。如閣下欲更改日後所有本公司之公司通訊之收取方式及/或語言版本，閣下可隨時填妥本信函背面的變更申請表格之 B 部，然後經香港股份過戶登記分處至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵 [xinyienergy.ecom@computershare.com.hk](mailto:xinyienergy.ecom@computershare.com.hk) 送回至本公司。如閣下已選擇日後收取公司通訊之網上版本 (或被視為已同意收取網上版本)，但因任何原因無法接收或獲取本次公司通訊，本公司將應閣下要求盡快向閣下發送本次公司通訊之印刷版本，費用全免。

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](mailto: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  
**董觀灝**  
謹啟

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。

XELH-22042021-1(0)

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