



# 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 股份代號: 03868)

30 April 2025

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”), Environmental, Social and Governance Report (“ESG report”) for year 2024 and Arrangement of Electronic Dissemination of 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.

The ESG report is published in electronic form only under “Investor Relations” of the Company’s website at [www.xinyienergy.com](http://www.xinyienergy.com) and the HKExnews’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to receive printed version of the Current Corporate Communications and ESG report, please send a written request to the Company c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Branch Share Registrar”), at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. You may also send an email to [xinyienergy.ecom@computershare.com.hk](mailto:xinyienergy.ecom@computershare.com.hk) specifying your name and address for the request. Even if you have chosen (or are deemed to have consented) to receive the Company’s Corporate Communications<sup>(Note 1)</sup> 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.

### **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of Corporate Communications that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.xinyienergy.com](http://www.xinyienergy.com) and the HKExnews website at [www.hkexnews.hk](http://www.hkexnews.hk). A notification letter for the publication of the Corporate Communications, in both English and Chinese, will be sent by the Company to you by email or by post.

### **Solicitation of electronic contact details**

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the reply form (the “Reply Form”). Alternatively, you may sign and return the Reply Form to the Hong Kong Branch Share Registrar.

**If the Company does not receive a functional email address from you, you will receive by post the notification letters for all future Corporate Communications and all future Actionable Corporate Communications<sup>(Note 2)</sup> in printed forms at your address as appearing in the Company’s register of members maintained by the Hong Kong Branch Share Registrar until such time when you have provided a functional email address to the Hong Kong Branch Share Registrar for receiving the same.**

Shareholders may at any time choose to receive (or change their choice of means of receipt of) the Company’s all future Corporate Communications either in printed form, or read the Website Version, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you would like to receive the printed version of future Corporate Communications or change your choice of means of receipt of the Company’s all Corporate Communications in the future, please complete the Reply Form on the reverse side and return it to the Hong Kong Branch Share Registrar by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp); or by email to [xinyienergy.ecom@computershare.com.hk](mailto:xinyienergy.ecom@computershare.com.hk) specifying your name and address for the request. The Reply Form may also be downloaded from the Company’s website or the HKExnews website. Please note that such request shall be valid only for one year starting from the receipt date of your instruction and will expire thereafter.

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**  
**LEE Shing Put, B.B.S.**  
Chairman

*Note 1: 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.*

*Note 2: Actionable Corporate Communications refer to any corporate communication that seeks instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holder.*

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」）、2024 年度環境、社會及管治報告（「ESG 報告」）之發布通知以及以電子方式發布公司通訊之安排

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。

ESG 報告僅以電子形式載於本公司網站 [www.xinyienergy.com](http://www.xinyienergy.com)「投資者關係」項下和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)。

如閣下欲收取本次公司通訊及 ESG 報告的印刷本，請以書面方式經香港中央證券登記有限公司（「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 樓以通知本公司。閣下亦可發送電子郵件至 [xinyienergy.ecom@computershare.com.hk](mailto:xinyienergy.ecom@computershare.com.hk)，並註明閣下的姓名及地址提出要求。如閣下已選擇日後收取公司通訊<sup>(Note 2)</sup>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。

### **以電子方式發布公司通訊之安排**

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07A 條，本公司謹此通知閣下，本公司已採用以電子方式發布公司通訊。請注意，所有未來公司通訊的英文版和中文版將在本公司網站 [www.xinyienergy.com](http://www.xinyienergy.com) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供。本公司將會以郵寄方式或電子郵件形式發送公司通訊網站版本的中、英文登載通知。

### **徵集電子聯絡資料**

為確保及時收到最新的公司通訊，本公司建議閣下透過掃描隨附之回條（「回條」）上列印的專屬二維碼提供閣下的電子郵件地址。或閣下亦可簽署回條並交回香港股份過戶登記分處。

如本公司沒有收到閣下提供有效的電子郵件地址，本公司將根據香港股份過戶登記分處所存置的股東名冊上所示的地址透過郵寄方式向閣下發送在網站上發布公司通訊的通知，以及所有可供採取行動的公司通訊<sup>(Note 2)</sup>的印刷本，直至閣下向香港股份過戶登記分處提供有效的電子郵件地址以接收該等公司通訊。

儘管閣下早前曾向本公司作出收取日後所有公司通訊收取方式之選擇，但仍可以隨時更改有關選擇，轉為以印刷本或網上版本收取。如閣下欲更改日後所有本公司之公司通訊之收取方式，閣下可隨時填妥本信函背面的回條，然後經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，請貼上適當的郵票）或發送電子郵件至 [xinyienergy.ecom@computershare.com.hk](mailto:xinyienergy.ecom@computershare.com.hk)。回條亦可於本公司網站或披露易網站內下載。請注意，收取公司通訊印刷本之指示由收悉閣下指示當日起計一年內有效，此後將過期。

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)。

代表  
信義能源控股有限公司  
主席  
李聖潑（銅紫荊星章）

2025 年 4 月 30 日

附註 1：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。

附註 2：可供採取行動的公司通訊指任何涉及要求公司的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

## REPLY FORM 回條

**To: Computershare Hong Kong Investor Services Limited**  
**(The “Hong Kong Branch Share Registrar”)**  
17M Floor, Hopewell Centre  
183 Queen’s Road East, Wanchai, Hong Kong

致： 香港中央證券登記有限公司  
(「香港股份過戶登記分處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

(Please **choose ONLY ONE** of the options below)  
(請從以下選項中只選擇其中一項)

**Personalized QR Code**  
**專屬二維碼**

**Option 1:** Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized QR code

**選項 1：** 掃描 閣下專屬二維碼提供 閣下之電子郵件地址，以接收公司通過電子方式發布的未來公司通訊\*

You are **NOT required** to return this Reply Form if you choose Option 1.  
如選擇了選項 1，閣下無須交回本回條。

**Option 2:** I/we hereby provide my/our email address in writing for receipt of future Corporate Communications\* of the following listed company (the “Company”) via electronic dissemination

**選項 2:** 本人/吾等現以書面提供本人/吾等之電子郵件地址，以確保收到以下上市公司（「本公司」）通過電子方式發布的未來公司通訊。

Name of Securities holder(s) 證券持有人姓名：

Name of the listed company 上市公司名稱:

**Xinyi Energy Holdings Limited**  
**信義能源控股有限公司**

Email address 電郵地址. (Notes 3 / 附註 3)

[illegible]

**Option 3:** I/we hereby request for receipt of Corporate Communications\* in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction. <sup>(Notes 5)</sup> (Please mark "✓" in the below box if applicable)

**選項 3:** 本人/吾等現要求收取公司通訊\*印刷版，並已知悉本指示由收取指示日期起計一年內有效。(附註5) (如適用，請在以下方格內劃上「✓」號)

☐ English Version 英文版本      ☐ Chinese Version 中文版本      ☐ Both English and Chinese Versions 英文及中文版本

**Signature(s):** *(Notes 1)*

署名 : (附註 1)

**Contact number:**

聯絡電話號碼：

Date:

日期：

Notes 附註:

1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.  
請清楚填妥 閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。

2. Any Reply Form with no signature or otherwise incorrectly completed will be void.  
任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。

3. If the Company does not receive a functional email address in your reply, you will receive by post the notification letter for the Corporate Communications\* and Actionable Corporate Communications\* in printed form.

如本公司沒有收到閣下的有效電子郵件地址，閣下將透過郵寄方式收取有關發布公司通訊\*的通知以及所有可供採取行動的公司通訊\*的印刷本。

4. If you provide more than one email address by OR code, email, reply form and/or other means, only the latest one email address provided will be registered.

5 If you mark "✓" in the box in Option 3 no email address will be registered and only Corporate Communications\* in printed form will be received.

6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.  
為免存疑，在本回條上的任何額外指示，本公司將不予處理。

\* Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. Actionable Corporate Communication is any corporate communication that seeks instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the Company's securities holder.

PERSONAL INFORMATION COLLECTION STATEMENT  
收集個人資料聲明

- (i) “Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).
- (ii) 本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的定義相同。
- (iii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.
- 閣下於本聲明所提供的個人資料將用於(包括但不限於)有關公司以電子方式發布公司通訊\*及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。 閣下是自願向本公司提供個人資料。若 閣下未能提供足夠資料, 則本公司可能無法處理閣下的指令/要求。
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
- 公司可就任何所說明的用途或在法例規定的情況下, 將 閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及/或其他公司或團體, 並將在適當期間保留該等個人資料作核實及紀錄用途。
- (iv) 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 should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).
- 你擁有根據《個人資料(私隱)條例》向香港個人資料私隱專員公署提出查詢及/或要求更改個人資料的權利。任何該等查詢及/或更改個人資料的要求均須以書面方式寄致全權股份過戶處(地址為香港灣仔皇后大道東183號合和中心17樓)向香港閣私主理提出, 或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freeport No. 簡便回郵號碼：37

Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.

**No postage is necessary if posted in Hong Kong.**

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。