



**XINYI GLASS HOLDINGS LIMITED**  
**信義玻璃控股有限公司**  
(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)  
(Stock code 股份代號: 00868)

**NOTIFICATION LETTER 通知信函**

29 April 2022

Dear Non-Registered Holder of Securities of the Company<sup>(1)</sup>,

**Xin Yi Glass Holdings Limited (the “Company”)**  
**- Notice of Publication of Annual Report, Circular and Notice 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.xinyiglass.com](http://www.xinyiglass.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the “HKEXnews website”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communications on the Company’s website or by browsing through the HKEXnews website and viewing them requires Adobe® Reader®.

If you wish to receive the printed version(s) of the Current Corporate Communications and all future Corporate Communications<sup>(2)</sup>, please complete the Request Form (the “Request Form”) on the reverse side and return it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Branch Share Registrar”) by using the freepost mailing label at the bottom of the Request Form (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 Request Form to [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.ecom@computershare.com.hk). The Request Form may also be downloaded from the Company’s website at [www.xinyiglass.com](http://www.xinyiglass.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk).

Please note that by completing and returning the Request Form to request for the printed copies of the Current Corporate Communications, you will expressly indicate that you prefer to receive all future Corporate Communications in printed forms.

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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.ecom@computershare.com.hk).

Yours faithfully,  
For and on behalf of  
**Xinyi Glass Holdings Limited**  
**Dr. LEE Yin Yee, B.B.S.**  
Chairman

Notes: (1) This letter is addressed to Non-registered holders (“Non-registered holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS), either directly as a beneficial shareholder or through a broker or custodian, and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited of his/her/its wishes to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.

(2) 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.

各位本公司證券的非登記持有人<sup>(1)</sup>：

**信義玻璃控股有限公司 (「本公司」)**  
**- 年度報告、股東週年大會通函及通告 (「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.xinyiglass.com](http://www.xinyiglass.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)，歡迎瀏覽。請使用 Adobe® Reader® 在本公司網站或在披露易網站開啟並瀏覽本次公司通訊。

如閣下欲收取本次公司通訊及日後所有公司通訊<sup>(2)</sup>之印刷本，請填妥本信函背面的申請表格(「申請表格」)，並使用申請表格下方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，請貼上適當的郵票)。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.xinyiglass.com](http://www.xinyiglass.com) 或披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

請注意，當閣下填寫及寄回申請表格以索取本次公司通訊的印刷本後，即表示閣下確認擬收取日後所有公司通訊的印刷本。

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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.ecom@computershare.com.hk)。

承董事會命  
信義玻璃控股有限公司  
主席  
李賢義博士，銅紫荊星章

2022 年 4 月 29 日

附註：(1) 本信函乃向非登記持有人發出。「非登記持有人」指股份存放於中央結算及交收系統，及不時透過香港中央結算有限公司通知本公司希望收到公司通訊的人士或公司(彼等直接實益持有股份，或透過經紀或保管人持有該等股份)。如閣下已經出售或轉讓所持有之本公司股份，則無需理會本信函及其背面之申請表格。

(2) 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。

**Request Form 申請表格**

**To: Xinyi Glass Holdings Limited (“Company”)**  
*(Incorporated in the Cayman Islands with limited liability)*  
**(Stock code: 00868)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre, 183 Queen’s Road East,  
 Wanchai, Hong Kong

**致：信義玻璃控股有限公司（「公司」）**  
*（於開曼群島註冊成立的有限公司）*  
**（股份代號：00868）**  
 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 the Current Corporate Communication and all future Corporate Communications\* of the Company in the manner as indicated below:  
 本人/我們希望以下列方式收取本次公司通訊及公司之公司通訊\*：

(Please mark **ONLY ONE (X)** 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 receive the **printed English version ONLY; OR**  
 僅收取英文印刷本；或

to receive the **printed Chinese version ONLY; OR**  
 僅收取中文印刷本；或

to receive the **printed English and Chinese versions.**  
 同時收取英文及中文印刷本。

Name: \_\_\_\_\_  
 姓名 \_\_\_\_\_  
 Contact telephone number: \_\_\_\_\_  
 聯絡電話號碼 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 地址 \_\_\_\_\_

Signature: \_\_\_\_\_  
 簽名 \_\_\_\_\_  
 Date: \_\_\_\_\_  
 日期 \_\_\_\_\_

**Notes 附註：**

- Please complete all your details clearly.  
請 閣下清楚填寫所有資料。
- By completing and returning this Request Form to request for the printed copies of the Current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications in printed form.  
當 閣下填寫及寄回本申請表格以索取本次公司通訊的印刷本後，即表示 閣下確認擬收取公司日後所有公司通訊的印刷本。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing or using email at [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) to the Company c/o Company's Hong Kong Branch Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
上述指示適用於將來寄發予 閣下之所有公司通訊，直至 閣下發出合理時間的書面通知或以電郵方式到 [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) 予本公司之香港股份過戶登記分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 樓另作選擇為止。
- You are entitled to change the choice of means of receipt and/or language of all future Corporate Communications at any time by reasonable notice in writing or using email at [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) to the Company c/o the Company's Hong Kong Branch Share Registrar.  
閣下有權隨時發出合理時間的書面通知或以電郵方式到 [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) 予本公司之香港股份過戶登記分處，要求更改公司通訊之收取方式及/或語言版本。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.  
為免存疑，本公司概不接受於本申請表格上書寫之任何額外指示。

**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, Chapter 486 of the laws of Hong Kong ("PDPO").  
本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料（私隱）條例》（「**私隱條例**」）中「個人資料」的涵義。
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.  
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，本公司可能無法處理 閣下在本表格上所述的指示及/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 purposes.  
本公司可就任何所說明的用途，將 閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記分處，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 should be made in writing to the Personal Data Privacy Officer of Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
閣下有權根據《私隱條例》的條文查閱及/或修改 閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式向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）的個人資料私隱主任提出。

\* Corporate Communications refers 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 (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.  
公司通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。

**Mailing Label 郵寄標籤**

**Computershare Hong Kong Investor Services Limited**  
**香港中央證券登記有限公司**  
**Freepost 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 Request Form to us.

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

當 閣下寄回本申請表格時，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。

**Get in touch with us 與我們聯繫**

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)