



**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)

5 July 2024

Dear Registered Shareholder,

**Xinyi Glass Holdings Limited (the "Company")**

**- Notice of Publication of Circular dated 5 July 2024 – Scrip Dividend Scheme for the Final Dividend for the Year Ended 31 December 2023 together with the Form of Election (the "Current Corporate Communications") 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.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) (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, 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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.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.xinyiglass.com](http://www.xinyiglass.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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.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 [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, S.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：

**信義玻璃控股有限公司 (「本公司」)**

**— 日期為 2024 年 7 月 5 日的通函 — 截至二零二三年十二月三十一日止年度的末期股息之以股代息計劃及選擇表格 (「本次公司通訊」) 之發佈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文、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) (「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, 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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.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>(附註 1)</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.xinyiglass.com](http://www.xinyiglass.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>(附註 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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.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 [xinyiglass.ecom@computershare.com.hk](mailto:xinyiglass.ecom@computershare.com.hk)。

代表  
**信義玻璃控股有限公司**  
主席  
**李賢義博士 (銀紫荆星章)**

2024 年 7 月 5 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。

