



中國機械設備工程股份有限公司  
China Machinery Engineering Corporation\*

(於中華人民共和國註冊成立的股份有限公司)

(a joint stock limited company incorporated in the People's Republic of China with limited liability)

(股份代號/Stock code: 1829)

## NOTIFICATION LETTER 通知信函

8 September 2020

Dear Registered holder,

### **China Machinery Engineering Corporation\* (the "Company") – Notice of EGM and Proxy Form ("Current Corporate Communication")**

The English and Chinese versions of the Current Corporate Communication are available on the Company's website at [www.cmec.com](http://www.cmec.com) and the HKEXnews's website at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of Current Corporate Communication are enclosed (if applicable).

You may at any time choose to receive free of charge Corporate Communication<sup>#</sup> either in printed form, or read the website version; and either in printed English language version only, printed Chinese language version only or both printed language versions, notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to change the choice of language and means of receipt of all future Corporate Communication, please complete and sign the Change Request Form printed at the reverse side of this letter and send it to the Company's H Share Registrar, c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar"), using the mailing label and need not to affix a stamp when returning (if posted in Hong Kong). Otherwise, please affix an appropriate stamp and send to the Hong Kong Share Registrar, the address is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. The Change Request Form may also be downloaded from the Company's website at [www.cmec.com](http://www.cmec.com) or the HKEXnews's website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you want to receive another printed version of the Current Corporate Communication, please write or send email at [cmec.ecom@computershare.com.hk](mailto:cmec.ecom@computershare.com.hk) to the Company c/o the Hong Kong Share Registrar specifying your name, address and request. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communication via Website version but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, the Company will promptly upon your request send the Current Corporate Communication to you in printed form free of charge.

Should you have any queries relating to this letter, please contact the Company by calling its hotline at (852) 2862 8688 during business hours (9:00a.m. to 6:00p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,

For and on behalf of the Board of  
**China Machinery Engineering Corporation\***  
**SUN Runhai**  
Secretary of the Board/Joint Company Secretary

# Corporate Communication includes but is not limited to (a) the directors' report and its annual accounts together with a copy of the auditor's report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

\* For identification purposes only

各位登記持有人:

### **中國機械設備工程股份有限公司 (「本公司」) – 臨時股東大會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文件中、英文版本已上載於本公司網站([www.cmec.com](http://www.cmec.com))及香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk)), 或附上已安排印刷的本次公司通訊文件(如適用), 歡迎查閱。

儘管閣下早前曾向本公司作出公司通訊<sup>#</sup>收取方式或語言版本的選擇, 但仍可以隨時更改有關選擇, 轉為以印刷本或網上方式收取、或只收取英文印刷本、或只收取中文印刷本; 或同時收取中、英文印刷本, 費用全免。如閣下欲更改今後所有公司通訊文件之語言版本及收取方式, 請填妥及簽署在本函背面的更改指示回條, 並使用隨附之郵寄標籤及毋須貼上郵票(如在香港投寄); 否則, 請貼上適當的郵票, 寄回本公司之H股證券登記處, 香港中央證券登記有限公司(「香港證券登記處」), 地址為香港灣仔皇后大道東183號合和中心17M樓。更改指示回條亦可於本公司網站([www.cmec.com](http://www.cmec.com))或香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下欲收取本次公司通訊文件之另一語言印刷本, 請以書面或電郵方式 [cmec.ecom@computershare.com.hk](mailto:cmec.ecom@computershare.com.hk) 送交到香港證券登記處, 請註明閣下的姓名、地址及要求。如閣下已選擇以網上方式收取日後公司通訊文件(或被視為已同意以網上方式收取)但因任何理由未能閱覽載於網站的本次公司通訊文件, 閣下只要提出要求, 我們將儘快向閣下寄上所要求的有關文件的印刷版本, 費用全免。

如閣下對本函件有任何疑問, 請於營業時間內(星期一至星期五, 上午九時至下午六時, 香港公眾假期除外)致電本公司熱線(852)2862 8688查詢。

承董事會命  
中國機械設備工程股份有限公司  
董事會秘書/聯席公司秘書  
孫潤海  
謹啟

二零二零年九月八日

# 公司通訊包括但不限於: (a)董事會報告及其年度帳目連同核數師報告; (b)中期報告; (c)會議通告; (d)上市文件; (e)通函; 及(f)委任代表表格。

\* 僅供識別



Name(s) and address of Registered holder (s):  
 登記持有之姓名及地址：

CCS5700

MECH

**Change Request Form 更改指示回條**

**To: China Machinery Engineering Corporation\* (the “Company”)**  
**(Stock Code:1829)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre, 183 Queen’s Road East  
 Wanchai, Hong Kong

**致： 中國機械設備工程股份有限公司（「本公司」）**  
**（股份代號：1829）**  
 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 future Corporate Communication# of the Company (the “Corporate Communication”) in the manner as indicated below:  
 本人/我們希望日後收取貴公司之公司通訊#（「公司通訊」）文件作下列更改  
 (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 read the **Website version** of all future Corporate Communication published on the Company’s website in place of receiving printed copies and receive a printed notification of the publication of the Website Version; **OR**  
 瀏覽在公司網站發表之公司通訊文件**網上版本**，以代替印刷本並收取公司通訊文件網上版本已刊發的通知信；**或**
- to receive the **printed English version** of all future Corporate Communication **ONLY**; **OR**  
 僅收取公司通訊文件之**英文印刷本**；**或**
- to receive the **printed Chinese version** of all future Corporate Communication **ONLY**; **OR**  
 僅收取公司通訊文件之**中文印刷本**；**或**
- to receive both printed **English and Chinese versions** of all future Corporate Communication.  
 同時收取公司通訊文件之**英文及中文印刷本**。

Signature: \_\_\_\_\_  
 簽名

Contact telephone number: \_\_\_\_\_  
 聯絡電話號碼

Date: \_\_\_\_\_  
 日期

- Notes:  
 附註：
- Please complete all your details clearly.  
 請 閣下清楚填妥所有資料。
  - Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
 如在本回條作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本回條將會作廢。
  - The above instruction will apply to all future Corporate Communication to be sent to you until you notify otherwise by reasonable notice in writing to the Company’s H Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.  
 上述指示適用於將來發送予 閣下之所有公司通訊文件，直至 閣下發出合理書面通知予本公司之 H 股證券登記處，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。
  - If you have any difficulty in receiving or gaining access to the Current Corporate Communication for any reason, the Company will promptly upon your notice send the printed version of the Current Corporate Communication to you free of charge.  
 閣下因任何理由以致在收取或接收本次公司通訊出現困難，本公司將於接到 閣下通知後，立即向 閣下免費發送本次公司通訊的印刷本。
  - For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
 為免存疑，任何在本更改指示回條上的額外手寫指示，本公司將不予處理。

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 公司通訊包括但不限於：(a)董事會報告及其年度帳目連同核數師報告；(b)中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代理人委任表格。

\* For identification purposes only  
 僅供識別

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

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