

WEICHAI
潍柴
潍柴動力股份有限公司
WEICHAI POWER CO., LTD.
(a joint stock limited company incorporated in the People's Republic of China with limited liability)
(於中華人民共和國註冊成立之股份有限公司)
(Stock Code 股份代號: 2338)

NOTIFICATION LETTER 通知信函

8 December 2022

Dear Registered Shareholder,

Weichai Power Co., Ltd. (the "Company")
- Notice of Publication of Circular and Proxy Form of Extraordinary 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.weichaipower.com and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "HKEXnews website") at 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 future Corporate Communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form), please complete the change request form (the "Change Request Form") on the reverse side and return it to the Company c/o Computershare Hong Kong Investor Services Limited (the "H Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your Change Request Form in Hong Kong, you may use the freepost mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the completed Change Request Form to print@weichai.com.hk. The Change Request Form may also be downloaded from the website of the Company at www.weichaipower.com or the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

If you have elected (or are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Company's website and for any reason have difficulty in obtaining access to Corporate Communications on the Company's website, the Company will upon request send the Current Corporate Communication to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (sent to the H Share Registrar at the above address or by email to print@weichai.com.hk) elect to receive future Corporate Communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form).

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2295 3138 during business hours (9 a.m. to 6 p.m., Monday to Friday, excluding Hong Kong public holidays) or send an email to print@weichai.com.hk.

By Order of the Board of Directors
Weichai Power Co., Ltd.
Tan Xuguang
Chairman and CEO

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：

潍柴動力股份有限公司 (「本公司」)
- 股東特別大會通函及委任表格 (「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.weichaipower.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 (「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。

如閣下欲收取本公司日後所有公司通訊之印刷本，以取代於本公司網站登載的電子本(或收取於本公司網站登載的公司通訊電子本，以取代印刷本)，請閣下填妥並簽署在本信函背面的變更申請表(「變更申請表」)，並把變更申請表經香港中央證券登記有限公司(「H股股份過戶登記處」)寄回本公司，地址為香港灣仔皇后大道東183號合和中心17M樓。倘若閣下在香港投寄，可使用變更申請表內的免郵費郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可把已填妥之變更申請表的掃描副本電郵至 print@weichai.com.hk。變更申請表亦可於本公司網站 www.weichaipower.com 或香港交易及結算所有限公司網站 www.hkexnews.hk 內下載。

如閣下已選擇(或被視為已選擇)收取於本公司網站登載的本次公司通訊電子本，惟因故查閱公司通訊上出現困難，只要閣下提出要求，本公司將盡快寄上所要求的本次公司通訊的印刷本，費用全免。

閣下可以隨時透過H股股份過戶登記處以書面或透過電郵至 print@weichai.com.hk 通知本公司，選擇收取本公司日後公司通訊之印刷本，以取代於本公司網站登載的電子本(或收取於本公司網站登載的公司通訊電子本，以取代印刷本)。

如對本信函內容有任何疑問，請致電本公司電話熱線(852) 2295 3138，辦公時間為星期一至五(香港公眾假期除外)上午九時正至下午六時正或發送電郵至 print@weichai.com.hk。

承董事會命
潍柴動力股份有限公司
董事長兼首席執行官
譚旭光

2022年12月8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)委任代表表格。

WPCH-08122022-1(0)



Change Request Form 變更申請表格

To: Weichai Power Co., Ltd. ("Company") (a joint stock limited company incorporated in the People's Republic of China with limited liability) (Stock code: 2338) c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

致: 濠柴動力股份有限公司 ("公司") (於中華人民共和國註冊成立之股份有限公司) (股份代號: 2338) 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

Part A: To receive printed version of the Current Corporate Communications 收取本次公司通訊*(「公司通訊」)之印刷本

I/We have chosen to read the Current Corporate Communications published on the Company's website or have already received a printed copy of the documents in English or in Chinese but would like to receive: 本人/我們已選擇瀏覽刊登於本公司網站的本次公司通訊或已收取文件的英文或中文印刷本，惟欲收取:

- (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)
[] the printed English version of the Current Corporate Communications ONLY; OR 本次公司通訊的英文印刷本；或
[] the printed Chinese version of the Current Corporate Communications ONLY; OR 本次公司通訊的中文印刷本；或
[] both the printed English and Chinese versions of the Current Corporate Communications. 本次公司通訊的英文及中文印刷本。

Part B: To change the choice of language or means of receipt of all future Corporate Communications* 更改選取所有日後公司通訊之語言版本或收取方式

I/We would like to receive all future Corporate Communications in the manner as indicated below:

本人/我們希望以下列方式收取 貴公司之日後所有公司通訊:

((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 read all future Corporate Communications published on the Company's website (the "Website Version") in place of receiving printed copies; and to receive a written notification either by post or by email of the publication of the relevant Corporate Communications on the website of the Company; OR

瀏覽所有日後在本公司網站刊登之公司通訊(「網上版本」)，以代替收取印刷本，並以郵遞或電郵方式收取有關已在本公司網站登載之公司通訊之書面通知；或

Email Address 電郵地址

Grid for email address input

(The Company will send to the email address provided above (if any) the email notification of the availability of all future Corporate Communications on the Company's website. If no email address is provided, only a notification letter of the publication of all future Corporate Communications on the Company's website will be sent. Please provide the email address in English Capital Letters and the email address will solely be used for email notification of the release of all future Corporate Communications.)

(本公司僅將所有日後公司通訊已在本公司網站登載之電郵通知發送至如上提供之電郵地址(如有)。如未有提供電郵地址，則僅會向閣下寄發所有日後公司通訊已在本公司網站登載之通知信函。請以英文正楷填寫電郵地址，有關電郵地址僅用作收取所有日後公司通訊已予發布之電郵通知。)

- [] to receive the printed English version of all future Corporate Communications ONLY; OR 僅收取公司通訊之英文印刷本；或
[] to receive the printed Chinese version of all future Corporate Communications ONLY; OR 僅收取公司通訊之中文印刷本；或
[] to receive both the printed English and Chinese versions of all future Corporate Communications. 同時收取公司通訊之英文及中文印刷本。

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

Signature: 簽名
Date: 日期

Notes 附註:

- 1. Please complete all your details clearly. 請 閣下清楚填寫所有資料。
2. By selection to read the Website Version of the Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form. 在選擇瀏覽在本公司網站刊登公司通訊網上版本以代替收取印刷本後，閣下已明示同意放棄收取公司通訊印刷本的權利。
3. If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid. 如屬聯名股東，則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
4. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company c/o Company's H Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to print@weichai.com.hk. 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予本公司之H股股份過戶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，或電郵至print@weichai.com.hk另作選擇為止。
5. 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 to the Company c/o the Company's H Share Registrar or using email at print@weichai.com.hk. 閣下有權隨時發出合理時間的書面通知予本公司之H股股份過戶登記處或以電郵方式發送至print@weichai.com.hk，要求更改公司通訊之收取方式及/或語言版本。
6. For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form. 為免存疑，本公司概不接受於本變更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

- 1. "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。
2. 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。
3. 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 above stated purposes, and retained for such period as may be necessary for verification and record purposes. 本公司可視任何所說明的用途，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。
4. 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 refer 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 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. 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、發行人的年度賬目同業綜合報告以及(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) 委任代表表格。

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