



**中国重汽**  
**SINOTRUK**

**Sinotruk (Hong Kong) Limited**

**中國重汽(香港)有限公司**

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code 股份代號: 03808)

---

**Notification Letter and Change Request Form to Non-Registered Holders —  
Publication of 2020 Annual Report, Notice of 2021 Annual General Meeting (“AGM Notice”) and  
Circular (collectively referred to as the “Current Corporate Communication”)**

---

30 April 2021

Dear Non-registered Holder<sup>(Note)</sup>,

The English and Chinese versions of the Current Corporate Communication are available on the Company's website at [www.sinotruk.com](http://www.sinotruk.com) and the website of Hong Kong Exchanges and Clearing Limited at ([www.hkexnews.hk](http://www.hkexnews.hk)) (“HKExnews”). You may access the Current Corporate Communication by clicking “Investor Relations” on the home page of our website, clicking “Financial Report” • “Annual Report & ESG Report” for 2020 annual report or clicking “Shareholders’ Meeting” for AGM Notice and Circular, then clicking the name of document for viewing or browsing the same through the HKExnews. If you have previously chosen to receive corporate communication in print form (“Print Version”), your selected Print Version of the Current Corporate Communication are enclosed.

**For the purpose of actively fulfilling our social responsibility to protect the environment, we recommend you to read the corporate communication published on the Company’s website (“Website Means”).**

You may at any time choose either to receive the corporate communication by Website Means or to receive, free of charge, the Print Version (in English language version only, in Chinese language version only or in both language versions), notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to change the election of means of receipt and/or language of the Current Corporate Communication and all future corporate communication, please complete and sign the Change Request Form printed at the reverse side of this letter and return it to the Company by using the mailing label at the bottom of the Change Request Form or email the information contained on this Change Request Form such as your name, address and request to [ccasholders2shk@sinotruk.com](mailto:ccasholders2shk@sinotruk.com).

Should you have any queries about this letter or how to access the Current Corporate Communication on the Company's website, please call the Company's telephone hotline at (852) 3102 3808 between 10:00 am and 5:00 pm from Monday to Friday, excluding public holidays or send email to [ccasholders2shk@sinotruk.com](mailto:ccasholders2shk@sinotruk.com).

Yours faithfully,  
Sinotruk (Hong Kong) Limited

*Note: This letter is addressed to Non-registered Holder (“Non-registered Holder” means such person or company whose shares in the Company are held in The Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive relevant corporate communications of the Company).*

---

**致非登記持有人之通知函件和更改指示回條 —  
2020年度報告、2021股東週年大會通告(「股東週年大會通告」)和  
通函(合稱為「本次公司通訊」)之發佈通知**

---

各位非登記持有人<sup>(附註)</sup>:

本次公司通訊的中、英文版本已上載於本公司網站([www.sinotruk.com](http://www.sinotruk.com))及香港交易及結算有限公司披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))(「披露易網站」)。請在本公司網站主頁按「投資者天地」一項，再按「財務報告」•「年度報告與環境、社會及管治報告」查看2020年度報告或按「股東大會」查看股東週年大會通告和通函，後按文件名稱開啟查閱或在披露易網站瀏覽該等文件。此外，若閣下曾選擇以印刷本方式收取公司通訊(「印刷本」)，謹亦根據閣下的選擇附上本次公司通訊之印刷本。

為積極履行本公司保護環境的社會責任，本公司鼓勵閣下通過本公司網站瀏覽公司通訊(「網站方式」)。

閣下可隨時更改早前曾向本公司作出的有關收取公司通訊的途徑選擇，將其更改為僅以網站方式或免費以印刷本方式(可選擇只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本)收取公司通訊。如閣下欲更改本次公司通訊和今後所有公司通訊之收取方式及/或語言版本，請填妥及簽署在本函背面的更改指示回條，並使用更改指示回條下方的郵寄標籤寄回本公司，或將更改指示回條之資料如閣下的姓名、地址及要求以電郵方式發送至[ccasholders2shk@sinotruk.com](mailto:ccasholders2shk@sinotruk.com)。

閣下如有任何與本信函有關的疑問或如何在本公司網站上取得本次公司通訊，請致電本公司電話熱線(852) 3102 3808，辦公時間為星期一至五(公眾假期除外)上午10時正至下午5時正或以電郵發送至[ccasholders2shk@sinotruk.com](mailto:ccasholders2shk@sinotruk.com)。

中國重汽(香港)有限公司  
謹啟

2021年4月30日

附註：此函件乃向本公司之非登記持有人(「非登記持有人」指本公司股份存放於中央結算及交收系統的人士或公司，並通過香港中央結算有限公司不時向本公司發出通知，希望收到相關公司通訊)發出。

## Change Request Form 更改指示回條

**To: Sinotruk (Hong Kong) Limited (the "Company")**  
(Stock Code: 03808)  
Units 2102-03, China Merchants Tower  
Shun Tak Centre  
168-200 Connaught Road Central  
Hong Kong

**致：中國重汽(香港)有限公司(「公司」)**  
(股份代號：03808)  
香港干諾道中168-200號  
信德中心招商局大廈  
2102-03室

I/We would like to receive the corporate communication of the Company ("**Corporate Communication**") in the manner as indicated below until further notice. Corporate Communication includes but not limited to (a) the directors' report, annual reports together with a copy of the auditor's report and, where applicable, summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document and (e) a circular.

本人/我們希望以下列方式收取 貴公司之公司通訊(「公司通訊」)直至另行通知。公司通訊包括但不限於：(a) 董事會報告書、年報連同核數師報告及財務報告摘要(如適用)；(b) 中期報告及中期報告摘要(如適用)；(c) 會議通告；(d) 上市文件及(e) 通函。

(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 **English print version ONLY**; 僅收取英文印刷本；
- to receive the **Chinese print version ONLY**; **OR** 僅收取中文印刷本；或
- to receive both **English and Chinese print versions**. 同時收取英文及中文印刷本。

Name(s) of Non-registered Holder(s)\*:

非登記持有人姓名#：

# Must fill in

務必填寫

Address:

地址：

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

Signature

簽名

Contact telephone number

聯絡電話號碼

Date

日期

Notes 附註：

- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, we do not accept any other instruction given on this Change Request Form.  
為免存疑，任何在更改指示回條上的額外指示，本公司將不予處理。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "Personal Data" in these statements 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。
- The supply of your Personal Data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form.  
閣下是自願向本公司提供 閣下個人資料，該等資料用以處理 閣下在本表格上所述的指示及/或要求。
- Your Personal Data will not be transferred to any third parties (other than the share registrar of the Company) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request and will be retained for such period as may be necessary for our verification and record purposes.  
除非按法例規定，例如應法庭命令或執法機關的要求，否則 閣下的個人資料將不會轉交任何第三方(本公司之股份過戶登記處除外)及將在適當期間保留作核實及記錄用途。
- You have the right to request access to and/or to correct your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing addressed to the Personal Data Privacy Officer of the Company at Units 2102-03, China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong.  
閣下有權根據《私隱條例》的條文要求查閱及/或修改 閣下的個人資料。任何該等要求均須以書面方式向本公司(地址為香港干諾道中168-200號信德中心招商局大廈2102-03室)的個人資料私隱主任提出。



閣下寄回此印刷本申請表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick it on the envelope  
to return this Print Copy Request Form to us.

No postage is necessary if posted in Hong Kong.

### 郵寄標籤 MAILING LABEL

中國重汽(香港)有限公司  
Sinotruk (Hong Kong) Limited  
簡便回郵號碼 Freepost No. 10 GPO  
香港 Hong Kong