



GCL-POLY ENERGY HOLDINGS LIMITED

保利協鑫能源控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock code: 3800)

(the “Company”)

10 December 2021

Dear Shareholder

Notice of publication of the circular in relation to Major Transaction in relation to Entry into and Termination of the EPC Contract (“Current Corporate Communications”)

We hereby notify you that the bilingual version (English and Chinese) of the Current Corporate Communication is now available on the Company’s website at www.gcl-poly.com.hk (the “Company Website”) and the HKExnews website at www.hkexnews.hk.

You may access the Current Corporate Communication by clicking the “Investor Relationship” section of the Company Website and then selecting the “Announcements and Circulars” section for the Current Corporate Communication.

If you have any difficulty for any reason in receiving or gaining access to the Current Corporate Communication posted on the Company Website, we will promptly send the printed form of the Current Corporate Communication to you free of charge upon receipt of your request. Furthermore, you are entitled at any time to change your choice of the means of receipt (either in printed form or via the Company Website) of Corporate Communications ^(Note) by notice in writing to the Hong Kong Branch Share Registrar of the Company, Tricor Investor Services Limited at 54/F., Hopewell Centre, 183 Queen’s Road East, Hong Kong (the “Registrar”). Such request can also be sent to us by completing and returning the enclosed Request for Change Form to the Registrar by post using the mailing label provided.

Should you have any queries relating to this notification, please contact us by calling the Registrar, Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,

For and on behalf of

GCL-Poly Energy Holdings Limited

Zhu Gongshan

Chairman

Encl.

Note: Corporate Communications refer to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document, circular and proxy form.

Request for Change Form

To: GCL-Poly Energy Holdings Limited (the “Company”)
(Incorporated in the Cayman Islands with limited liability)
c/o Tricor Investor Services Limited
54/F., Hopewell Centre
183 Queen’s Road East, Hong Kong

Part A — In case the shareholder has selected to receive the Current Corporate Communication via the Company’s Website and now requests to receive printed copy of Current Corporate Communication referred to in the notification of publication of Corporate Communications dated 10 December 2021.

(Please tick **ONLY ONE** box)

- ☐ (i) To receive the **printed English version** ^(Note 2) of the Corporate Communications.
- ☐ (ii) To receive the **printed Chinese version** ^(Note 2) of the Corporate Communications.
- ☐ (iii) To receive **both the printed English and Chinese versions** ^(Note 2) of the Corporate Communications.

Part B — In case the shareholder would like to change his/her/their choice of the means of receipt and/or language(s) of all future Corporate Communications

(Please tick **ONLY ONE** box)

- ☐ (i) To receive Corporate Communications via the **Company Website** and the notification of publication of **Corporate Communications** (the “Notification”) **through my/our email address.** ^(Note 1)
- ☐ (ii) To receive Corporate Communications via the **Company Website** and the **Notification in printed form.**
- ☐ (iii) To receive the **printed English version** ^(Note 2) of the Corporate Communications.
- ☐ (iv) To receive the **printed Chinese version** ^(Note 2) of the Corporate Communications.
- ☐ (v) To receive **both the printed English and Chinese versions** ^(Note 2) of the Corporate Communications.

Signature ^(Note 3): _____ Date: _____

Name: _____ (English) _____ (Chinese)
(in block letters)

Registered Address: _____
(in block letters)

Email Address ^(Note 1): _____

Contact Phone Number: _____

Notes:

- Please provide your email address if you wish to receive the Notification via email. If no email address is provided, a printed copy of the Notification will be sent to you by post when Corporate Communication(s) is/are posted on the Company Website.
- The Company will send the selected language version(s) of the Corporate Communication(s) to you unless and until you notify the Company that you wish to receive such Corporate Communication(s) in the other (or both) language(s) or to change your choice of the means of receipt of Corporate Communications.
- 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 holdings should sign this Request for Change Form in order for it to be valid.
- You are entitled at any time to change your choice of the means of receipt (either in printed form or via the Company Website) and/or language(s) (either English only or Chinese only or both languages) of Corporate Communications by notice in writing to the Hong Kong Branch Share Registrar of the Company, Tricor Investor Services Limited at 54/F., Hopewell Centre, 183 Queen’s Road East, Hong Kong.
- This Request for Change Form with no box ticked, with more than one box ticked under Part B, or otherwise incorrectly completed will be voided at the discretion of the Company.

PERSONAL INFORMATION COLLECTION STATEMENT

- (a) “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”).
- (b) Your supply of Personal Data to the Company is on a voluntary basis. Failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.
- (c) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its branch share registrar and transfer office in Hong Kong, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for our verification and record purposes.
- (d) 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 in writing to the Privacy Compliance Officer of Tricor Investor Services Limited at 54/F., Hopewell Centre, 183 Queen’s Road East, Hong Kong.

(Please cut along the dotted line 請沿虛線剪下)

Please cut the mailing label and stick this on an envelope to return the Request for Change Form to us.

No postage or stamp is required for local mailing

當閣下寄回此變更申請表時，
請將此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

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freeport No. 簡便回郵號碼：37
Hong Kong 香港