



上海集優機械股份有限公司

**Shanghai Prime Machinery Company Limited**

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

**(Stock Code: 02345)**

16 April 2020

Dear Shareholders,

### **ELECTION OF LANGUAGE AND MEANS OF RECEIPT OF CORPORATE COMMUNICATION**

Shanghai Prime Machinery Company Limited (the “**Company**”) offers its shareholders the choice to receive Corporate Communication either: (i) in printed form, in either English only, in Chinese only, or in both English and Chinese; or (ii) by electronic means through the Company’s website to the extent permitted under the applicable laws and the Company’s constitutional documents.

“Corporate Communication” includes any document to be issued by the Company for your information or action, including but not limited to:

- (a) the annual report;
- (b) the interim report;
- (c) a notice of meeting;
- (d) a listing document; and
- (e) a circular.

Even you have made your election, you are entitled at any time by reasonable notice in writing to the Company’s H Share Registrar to change your election of language and/or means of receipt of Corporate Communication.

Both the printed English and Chinese versions of Corporate Communication will always be available from the Company or its H Share Registrar on request, or on the Company’s website at <http://www.pmcsh.com> and The Stock Exchange of Hong Kong Limited’s website at <http://www.hkex.com.hk>.

## **Action to be taken**

We invite you to select the language and means of receipt of Corporate Communication by ticking the appropriate box in the enclosed Reply Form and sign and return it to the Company's H Share Registrar, Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong on or before 30 May 2020 (the "**Relevant Date**"), using the enclosed postage-prepaid envelope.

If we do not receive the completed Reply Form on or before the Relevant Date and until you inform us by reasonable notice in writing, we will send you a printed Chinese version of each future Corporate Communication if, according to the Register of Members maintained by the H Share Registrar, you are a natural person with a Chinese name and have an address in Hong Kong; otherwise, we will send you the printed English version.

If you elect to read the website version of the Corporate Communication published on the Company's website only in place of receiving printed copies, you are deemed to have expressly consented to waive the right to receive the Corporate Communication in printed form, including the right to receive notice of meeting in printed forms pursuant to the Company's articles of association.

Should you have any queries relating to this letter, please call the enquiry hotline at (852) 2980 1333.

Yours faithfully,  
By order of the Board  
**Shanghai Prime Machinery Company Limited**  
**Zhou Zhiyan**  
*Chairman*