



**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)

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

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16 September 2020

Dear Shareholder,

### INTRODUCTION

Pursuant to the section 833 of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Sinotruk (Hong Kong) Limited (the “Company”), the Company is permitted to supply the Corporate Communication<sup>(Note)</sup> to Shareholders either (i) in print form, in English and/or Chinese (“Print Version”) or (ii) by reading through browsing the Company’s website at [www.sinotruk.com](http://www.sinotruk.com) (“Website Means”). We write to ascertain your preference in receiving future Corporate Communication.

### ELECTION OF THE MEANS OF RECEIPT OF THE CORPORATE COMMUNICATION

You may elect to obtain the Corporate Communication in Print Version or by Website Means.

**If you wish to obtain the Corporate Communication by Website Means in the future, you do not need to take any action in response to this letter.**

If you wish to receive Corporate Communication in Print Version, please complete the enclosed reply form in reverse side and sign and return it by post (using the mailing label at the bottom of the reply form) to the Company’s share registrar – Computershare Hong Kong Investor Services Limited.

**If the Company or its share registrar does not receive the enclosed duly signed reply form by 16 October 2020, you are deemed to consent to receive the Corporate Communication by Website Means only, and a notification letter of the publication of the Corporate Communication on the Company’s website will be mailed to you.**

You have the right at any time to send notice to change the election of means of receipt and language of the Corporate Communication by email to [printrequest2shk@sinotruk.com](mailto:printrequest2shk@sinotruk.com) to the Company or in writing to the Company’s share registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. Even if you have chosen (or are deemed to have consented) to receive all Corporate Communication by Website Means, the Company will promptly, upon your request, send the Corporate Communication to you in your selected Print Version free of charge.

Should you have any queries about this letter, please call the Company’s telephone hotline at (852) 3102 3808 during business hours between 10:00 a.m. and 5:00 p.m. from Monday to Friday, excluding public holidays or send email to [printrequest2shk@sinotruk.com](mailto:printrequest2shk@sinotruk.com).

Yours faithfully,

Sinotruk (Hong Kong) Limited

*Note: “Corporate Communication” means any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to (a) the directors’ report, its 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; (e) a circular and (f) a proxy form.*

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## 選擇收取公司通訊之途徑及語言版本

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各位股東：

### 緒言

根據公司條例(香港法例第622章)第833條、香港聯合交易所有限公司的《證券上市規則》及中國重汽(香港)有限公司(「本公司」)的《公司章程細則》，本公司可(i)以中文及/或英文製備的印刷本(「印刷本」)或(ii)透過本公司網站[www.sinotruk.com](http://www.sinotruk.com)以供瀏覽(「網站方式」)向股東提供公司通訊<sup>(附註)</sup>。現特來函以確定閣下對收取日後公司通訊的意向選擇。

### 對收取公司通訊途徑的選擇

閣下可以選擇以印刷本或網站方式獲得公司通訊。

倘閣下選擇通過以網站方式獲得公司通訊，則閣下無需對此信函採取任何行動。

倘閣下希望收取印刷本，則閣下須填妥本信函背面的回條，簽署並使用回條下方的郵寄標籤將回條寄回本公司股份過戶登記處—香港中央證券登記有限公司。

倘若本公司或本公司股份過戶登記處於2020年10月16日之前未收到閣下對本信函的回條，則閣下將被視為已同意只以網站方式收取公司通訊及本公司將以郵寄通知閣下有關於公司通訊已刊登在本公司網站。

閣下可隨時以電郵方式發送至[printrequest2shk@sinotruk.com](mailto:printrequest2shk@sinotruk.com)或信函給予本公司股份過戶登記處，地址為香港灣仔皇后大道東183號合和中心17M樓以通知改變有關公司通訊的收取途徑及語言版本。即使閣下已選擇或被視為已同意以網站方式獲得公司通訊，本公司將於收到閣下要求後立即免費寄發閣下所選擇的印刷本。

閣下如有任何與本信函有關的疑問，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[printrequest2shk@sinotruk.com](mailto:printrequest2shk@sinotruk.com)。

中國重汽(香港)有限公司  
謹啟

2020年9月16日

附註：「公司通訊」即本公司刊發或將予刊發以供其任何證券持有人參照或採取行動之任何文件，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；(e)通函及(f)委任代表表格。

Name(s) of Shareholder(s): 股東姓名：
Address: 地址：
(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

## Reply Form 回條

**To: Sinotruk (Hong Kong) Limited (the “Company”)**  
(Stock Code: 03808)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen’s Road East,  
Wanchai, Hong Kong

**致：中國重汽(香港)有限公司(「公司」)**  
(股份代號：03808)  
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 the print version of the Corporate Communication of the Company in the manner as indicated below until further notice.

本人/我們希望以下列方式收取 貴公司之公司通訊之印刷本直至另行通知。

(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。

Signature

簽名

Contact telephone number

聯絡電話號碼

Date

日期

Notes 附註:

- 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 Reply Form in order to be valid.  
如屬聯名股東，則本回條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。
- 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 Reply Form.  
為免存疑，任何在本回條上的額外指示，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 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。



閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄須貼上郵票。  
Please cut the mailing label and stick this on the envelope  
to return this Reply Form to us.  
**No postage is necessary if posted in Hong Kong.**

### 郵寄標籤 MAILING LABEL

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services  
Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong