



XINYI GLASS HOLDINGS LIMITED
信義玻璃控股有限公司
(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)
(Stock code 股份代號: 00868)

NOTIFICATION LETTER 通知信函

30 September 2022

Dear Registered Shareholder,

Xinyi Glass Holdings Limited (the “Company”)
– Notice of Publication of Interim Report (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.xinyiglass.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 another printed version of the Current Corporate Communications in languages other than previously indicated to the Company, please complete Part A of the Change Request Form (the “Change Request Form”) on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Branch Share Registrar”), using the freepost mailing label printed thereon (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. You may also send an email with a scanned copy of the completed Change Request Form to xinyiglass.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company’s website at www.xinyiglass.com or the HKEXnews website at www.hkexnews.hk.

Shareholders may at any time choose to receive (or change their choice of means of receipt and/or language) the Company’s all future corporate communications^(Note): (1) either in printed form, or read the Website Version; and (2) either in English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you would like to change your choice of means of receipt and/or language of the Company’s all corporate communications in the future, you may at any time complete Part B of the Change Request Form on the reverse side and send it to the Company c/o the Hong Kong Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to xinyiglass.ecom@computershare.com.hk. Even if you have chosen (or are deemed to have consented) to receive the Company’s corporate communications via Website Version but for any reason you have difficulty in receiving or gaining access to the Corporate Communications, the Company will promptly upon your request send the Corporate Communications to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the Company’s telephone hotline at (852) 3919 2888 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays) or send an email to xinyiglass.ecom@computershare.com.hk.

Yours faithfully,
For and on behalf of
Xinyi Glass Holdings Limited
Dr. LEE Yin Yee, B.B.S.
Chairman

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：

信義玻璃控股有限公司 (「本公司」)
– 中期報告 (「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.xinyiglass.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。

如閣下欲收取本次公司通訊之另一語言印刷本(而非先前向本公司提出之語言印刷本), 請填妥本信函背面的變更申請表格(「變更申請表格」)之A部, 並使用隨附之免郵費郵寄標籤經香港中央證券登記有限公司(「香港股份過戶登記分處」)寄回本公司(如在香港投寄, 毋須貼上郵票; 否則, 請貼上適當郵票)。香港股份過戶登記分處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。閣下亦可把已填妥之變更申請表格的掃描副本電郵到 xinyiglass.ecom@computershare.com.hk。申請表格亦可於本公司網站 www.xinyiglass.com 或披露易網站 www.hkexnews.hk 內下載。

儘管閣下早前曾向本公司作出收取日後所有公司通訊^(附註)收取方式或語言版本之選擇, 但仍可以隨時更改有關選擇, 轉為(1)以印刷本或網上版本收取; 及(2)只收取英文印刷本、或只收取中文印刷本; 或同時收取中、英文印刷本。如閣下欲更改日後所有本公司之公司通訊之收取方式及/或語言版本, 閣下可隨時填妥本信函背面的變更申請表格之B部, 然後經香港股份過戶登記分處至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵 xinyiglass.ecom@computershare.com.hk 送回至本公司。如閣下已選擇日後收取公司通訊之網上版本(或被視為已同意收取網上版本), 但因任何原因無法接收或獲取公司通訊, 本公司將應閣下要求盡快向閣下發送公司通訊之印刷版本, 費用全免。

如對本信函內容有任何疑問, 請致電本公司電話熱線(852) 3919 2888, 辦公時間為星期一至五(香港公眾假期除外)上午9時正至下午6時正或發送電郵至 xinyiglass.ecom@computershare.com.hk。

代表
信義玻璃控股有限公司
主席
李賢義博士, 銅紫荊星章
謹啟

2022年9月30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) 委派代表書。



Change Request Form 變更申請表格

To: Xinyi Glass Holdings Limited ("Company") (Incorporated in the Cayman Islands with limited liability) (Stock code: 00868) c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

致: 信義玻璃控股有限公司 ("公司") (於開曼群島註冊成立的有限公司) (股份代號: 00868) 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之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 (✓) of the following boxes 請從下列選擇中, 僅在其中一個空格內劃上「✓」號)

- Options for receiving printed versions: English only, Chinese only, or both. Includes checkboxes and brief descriptions in both languages.

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)

- Option to read future communications on the website or via email instead of printed copies.

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的公司通訊之書面通知: 或

Email Address 電郵地址

Table for providing email address details, consisting of a grid of cells for name and address.

(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.)

- Options for receiving language versions: English only, Chinese only, or both. Includes checkboxes and brief descriptions in both languages.

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... 在選擇瀏覽本公司網站刊登公司通訊之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... 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... 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或以電郵方式向 xinyi@computershare.com.hk 通知。
5. You are entitled to change the choice of means of receipt... 閣下有權隨時發出合理時間的書面通知或以電郵方式向 xinyi@computershare.com.hk 通知。
6. For the avoidance of doubt, the Company does not accept any special instructions... 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").
2. Your supply of Personal Data to the Company is on a voluntary basis.
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 stated purposes, and retained for such period as may be necessary for verification and record purposes.
4. You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO.

* 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 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.

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. 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