



## CHINA EVERBRIGHT LIMITED

### 中國光大控股有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股份代號: 165)

#### Letter to registered holders – Notification of publication of corporate communications 致登記持有人的通知函件 – 有關公司通訊之發佈通知

13 April 2023

Dear registered holder(s),

The following documents (in both English and Chinese versions) of China Everbright Limited (the “Company”) (the “Current Corporate Communications”) are now available on the websites of the Company at [www.everbright.com](http://www.everbright.com) (by clicking “Results Announcements” or “Announcements and Circulars” under “Investor Relations”) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) for your attention:

- 2022 Annual Report
- Circular dated 13 April 2023 in relation to the proposals for general mandate to issue new shares, general mandate to buy back shares, re-election of retiring directors and notice of annual general meeting

You are entitled to choose to receive the Company’s Corporate Communications<sup>Note</sup> (i) by electronic means through the Company’s website at [www.everbright.com](http://www.everbright.com) (“Electronic Means”), or (ii) by post in printed forms in both English and Chinese (“Printed Forms”). If you would like to request the Current Corporate Communications in Printed Forms or change your preferred means of receipt of the Company’s future Corporate Communications, please complete the change request form on the reverse side and sign and return it to the Company’s Hong Kong Share Registrar, Tricor Secretaries Limited (the “Share Registrar”) by email to [chinaeverbright165-ecom@hk.tricorglobal.com](mailto:chinaeverbright165-ecom@hk.tricorglobal.com) or by post to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

**The Company highly recommends you to take advantage of receiving the Company’s Corporate Communications by Electronic Means in support of environmental conservation and to facilitate efficient communication with you.**

Should you have any query in relation to this letter, please call the hotline of the Share Registrar at (852) 2980-1333 during business hours from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).

By order of the Board  
China Everbright Limited  
Wan Kim Ying Kasina  
Company Secretary

*Note: Corporate Communications include but are not limited to (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.*

各位登記持有人：

中國光大控股有限公司(「本公司」)之下述文件(中文及英文版本)(「本次公司通訊」)已上載於本公司之網站[www.everbright.com](http://www.everbright.com) (點選「投資者關係」一欄下的「業績發佈」或「公告與通函」)及香港聯合交易所有限公司之網站[www.hkexnews.hk](http://www.hkexnews.hk)：

- 2022年年報
- 日期為2023年4月13日有關發行新股份之一般授權、回購股份之一般授權、重選退任董事之建議及股東週年大會通告之通函

閣下有權選擇(i)透過本公司網站[www.everbright.com](http://www.everbright.com)以電子方式(「電子方式」)或(ii)以郵遞中文及英文印刷本(「印刷本」)方式,收取本公司之公司通訊<sup>附註</sup>。如閣下欲索取本次公司通訊之印刷本或更改閣下收取日後發佈的本公司之公司通訊的方式,請閣下填妥及簽署背頁的變更申請表格,並電郵至[chinaeverbright165-ecom@hk.tricorglobal.com](mailto:chinaeverbright165-ecom@hk.tricorglobal.com)或郵遞至本公司之股份過戶登記處卓佳秘書商務有限公司(「股份過戶登記處」),地址為香港夏慤道16號遠東金融中心17樓。

**為支持環保及促進與閣下之有效溝通,本公司鄭重推薦閣下以電子方式收取本公司之公司通訊。**

如閣下對本函件有任何疑問,請於辦公時間上午9時至下午6時(星期一至星期五,香港公眾假期除外)致電股份過戶登記處熱線(852)2980-1333查詢。

承董事會命  
中國光大控股有限公司  
溫劍鎰  
公司秘書

2023年4月13日

附註：公司通訊包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及(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)代表委任表格。

## Change Request Form 變更申請表格

(Please return by email or by post 請以電郵或郵寄方式回覆)

To: Tricor Secretaries Limited  
17/F, Far East Finance Centre,  
16 Harcourt Road, Hong Kong  
(Email: chinaeverbright165-ecom@hk.tricorglobal.com)

致: 卓佳秘書商務有限公司  
香港夏慤道16號  
遠東金融中心17樓  
(電郵: chinaeverbright165-ecom@hk.tricorglobal.com)

Re : China Everbright Limited (the “Company”) (Stock Code: 165)  
有關: 中國光大控股有限公司 (「本公司」) (股份代號: 165)

Please mark “✓” in **ONLY ONE** of the following boxes:

請僅於下列其中一個空格內劃上「✓」號:

1.  **By electronic means 以電子方式收取**

I/We would like to receive the Company’s future Corporate Communications by electronic means through the Company’s website and receive a written notification by email to the email address below or by post until further notice; or 本人/我們欲透過本公司網站以電子方式收取本公司於日後發佈之公司通訊，並透過電郵至下述電郵地址或以郵遞方式收取通知函件，直至另行通知；或

My/Our email address: 本人/我們之電郵地址: \_\_\_\_\_

(The email address is used for receiving written notifications only.) (電郵地址僅用作收取通知函件。)

2.  **In printed form 收取印刷本**

I/We would like to receive the Current Corporate Communications and future Corporate Communications of the Company in printed form in both English and Chinese (by post) until further notice.

本人/我們欲收取本次公司通訊及本公司於日後發佈之公司通訊中文及英文印刷本(以郵遞方式)，直至另行通知。

Signature(s) 簽署

Date 日期

\* Capitalized terms used in this Change Request Form shall have the same meanings as those defined in the letter to existing registered holders dated 13 April 2023. 本變更申請表格所用之詞彙與日期為2023年4月13日的致現有登記持有人之通知函件中所界定者具有相同涵義。

Notes

附註:

- Please complete this form clearly. Any Change Request Form with no indicated choice, with no signature or otherwise incorrectly completed will be void at the discretion of the Company.  
請清楚填寫此表格。倘若並無填寫選擇、沒有簽署或所填寫之資料不正確，本公司可酌情決定將任何變更申請表格作廢。
- If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the register of members of the Company should sign this form in order for it to be valid.  
如任何股份以聯名方式持有，則所有聯名持有人或名列本公司股東名冊的首名聯名持有人須於此表格上簽署，方為有效。
- For the avoidance of doubt, we do not accept any special instructions written on this form.  
為免存疑，任何在此表格上額外書寫的指示，將不予處理。
- If you have any query for completing this form, please call the hotline of the Share Registrar at (852) 2980-1333 during business hours from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).  
如閣下對填寫此表格有任何疑問，請於辦公時間上午9時至下午6時(星期一至星期五，香港公眾假期除外)致電股份過戶登記處熱線(852) 2980-1333查詢。

**PERSONAL INFORMATION COLLECTION STATEMENT**

“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”), which may include but not limited to your name, mailing address, telephone number, e-mail address, and/or your choice. 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. Your Personal Data will not be transferred to any third parties (other than the Registrar) unless it is a requirement to do so by law and will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or correct your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing to the Company/the Privacy Compliance Officer of Tricor Secretaries Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

**收集個人資料聲明**

本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵意相同，當中可能包括但不限於閣下的姓名、郵寄地址、電話號碼、電郵地址、及/或閣下之選擇。閣下是自願向本公司提供個人資料，該等資料用以處理閣下在本表格上所述的指示及/或要求。除非按法例規定，否則閣下的個人資料將不會轉交第三方(過戶登記處除外)及將在適當期間保留作核實及紀錄用途。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向本公司/卓佳秘書商務有限公司(地址為香港夏慤道16號遠東金融中心17樓)的私隱條例事務主任提出。

寄回此變更申請表格時，請將右列郵寄標籤剪貼於信封上。

如在本港投寄，毋須貼上郵票，否則請貼上適當的郵票。

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

**No postage stamp is necessary if posted in Hong Kong.  
Otherwise, please affix an appropriate stamp.**

**郵寄標籤 MAILING LABEL**

卓佳秘書商務有限公司  
Tricor Secretaries Limited  
簡便回郵號碼 Freepost No. 10 GPO  
香港 Hong Kong