



**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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**Notification Letter and Change Request Form to Registered Shareholders —  
Publication of Notice (“AGM Notice”) of 2023 Annual General Meeting (“AGM”), AGM Circular,  
supplemental circular to the AGM Circular (“Supplemental Circular”),  
2022 RMB Final Dividend Election Form and Proxy Form  
(collectively referred to as the “Current Corporate Communication”)**

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29 May 2023

Dear Registered Shareholder,

The English and Chinese versions of the Current Corporate Communication are available on the Company’s website at [www.sinotruk.com](http://www.sinotruk.com) and the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (“HKExnews”). You may access the Current Corporate Communication by clicking “Investor Relations” on the home page of our website, clicking “Shareholders’ Meeting” for AGM Notice, AGM Circular, Supplemental Circular, 2022 RMB Final Dividend Election Form and Proxy Form, then clicking the name of document for viewing or browsing the same through HKExnews. If you have previously chosen to receive corporate communication in print form (“Print Version”), your selected Print Version of the Current Corporate Communication are enclosed.

**For the purpose of actively fulfilling our social responsibility to protect the environment, we recommend you to read the corporate communication published on the Company’s website (“Website Means”).**

You may at any time choose either to receive the corporate communication by Website Means or to receive, free of charge, the Print Version (in English language version only, in Chinese language version only or in both language versions), notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to change the election of means of receipt and/or language of the Current Corporate Communication and all future corporate communication, please complete and sign the Change Request Form printed at the reverse side of this letter and return it to the Company’s share registrar – Computershare Hong Kong Investor Services Limited by using the mailing label at the bottom of the Change Request Form or email the information contained on this Change Request Form such as your name, address and request to [printrequest2shk@sinotruk.com](mailto:printrequest2shk@sinotruk.com).

Should you have any queries about this letter or how to access the Current Corporate Communication on the Company’s website, 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

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**致登記股東之通知函件和更改指示回條 —  
2023 股東週年大會(「股東週年大會」)通告(「通告」)、  
股東週年大會通函及股東週年大會通函之補充通函(「補充通函」)、  
2022 年人民幣末期股息選擇表格和委任代表表格  
(合稱為「本次公司通訊」)之發佈通知**

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各位登記股東：

本次公司通訊的中、英文版本已上載於本公司網站([www.sinotruk.com](http://www.sinotruk.com))及香港交易及結算所有限公司披露易網站([www.hkexnews.hk](http://www.hkexnews.hk)) (「披露易網站」)。請在本公司網站主頁按「投資者天地」一項，再按「股東大會」查看通告、股東週年大會通函、補充通函、2022 年人民幣末期股息選擇表格和委任代表表格，後按文件名稱開啟查閱或在披露易網站瀏覽該等文件。此外，若閣下曾選擇以印刷本方式收取公司通訊(「印刷本」)，謹亦根據閣下的選擇附上本次公司通訊之印刷本。

為積極履行本公司保護環境的社會責任，本公司鼓勵閣下通過本公司網站瀏覽公司通訊(「網站方式」)。

閣下可隨時更改早前曾向本公司作出的有關收取公司通訊的途徑選擇，將其更改為僅以網站方式或免費以印刷本方式(可選擇只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本)收取公司通訊。如閣下欲更改本次公司通訊和今後所有公司通訊之收取方式及/或語言版本，請填妥及簽署在本函背面的更改指示回條，並使用更改指示回條下方的郵寄標籤寄回本公司股份過戶登記處—香港中央證券登記有限公司，或將更改指示回條之資料如閣下的姓名、地址及要求以電郵方式發送至 [printrequest2shk@sinotruk.com](mailto:printrequest2shk@sinotruk.com)。

閣下如有任何與本信函有關的疑問或如何在本公司網站上取得本次公司通訊，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

2023 年 5 月 29 日

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)

## Change Request Form 更改指示回條

**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 corporate communication of the Company (“**Corporate Communication**”) in the manner as indicated below until further notice. Corporate Communication includes but not limited to (a) the directors’ report, 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.

本人/我們希望以下列方式收取 貴公司之公司通訊(「公司通訊」)直至另行通知。公司通訊包括但不限於：(a)董事會報告書、年報連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函及(f)委任代表表格。

(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 read the Corporate Communication from the Company’s website **ONLY**; 瀏覽在本公司網站的公司通訊；
- 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 \_\_\_\_\_ Contact telephone number \_\_\_\_\_ Date \_\_\_\_\_  
簽名 \_\_\_\_\_ 聯絡電話號碼 \_\_\_\_\_ 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 Change Request Form in order to be valid.  
如屬聯名股東，則本更改指示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 Change Request Form.  
為免存疑，任何在本更改指示回條上的額外指示，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。



閣下寄回此更改指示回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。  
Please cut the mailing label and stick this on the envelope  
to return this Change Request 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

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