

THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION  
此乃要件，請即處理



**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: 00868)  
(股份代號: 00868)

**FINAL DIVIDEND FOR THE YEAR ENDED 31 DECEMBER 2022 AND SCRIP DIVIDEND SCHEME**  
截至2022年12月31日止年度的末期股息及以股代息計劃

**FORM OF ELECTION**  
選擇表格

**IF YOU WISH TO RECEIVE ONLY CASH, DO NOT COMPLETE THIS FORM**  
如欲僅以現金收取股息，不用填寫本表格

IF YOU WISH TO RECEIVE ALL OR PART OF YOUR FINAL DIVIDEND BY WAY OF THE SCRIP SHARES, YOU MUST COMPLETE THIS FORM AND RETURN IT TO COMPUTERSHARE HONG KONG INVESTOR SERVICES LIMITED AT 17M FLOOR, HOPEWELL CENTRE, 183 QUEEN'S ROAD EAST, WAN CHAI, HONG KONG SO AS TO ARRIVE NOT LATER THAN 4:30 P.M. ON THURSDAY, 20 JULY 2023.

閣下如欲以股份代替現金收取全部或部分末期股息，則最遲須於2023年7月20日(星期四)下午4時30分前將此表格填妥並交回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。

WHERE APPLICABLE, IF THIS ELECTION FORM IS NOT COMPLETED CORRECTLY AND RETURNED BY SUCH TIME, ALL OF YOUR FINAL DIVIDEND WILL BE PAID IN CASH. THE DECISION OF THE COMPANY IN ANY DISPUTE RELATING TO THE SCRIP DIVIDEND SHALL BE CONCLUSIVE AND BINDING.

如適用，倘未有正確填寫及在上述時間前交回本選擇表格，則閣下的末期股息將全部以現金派付。本公司就任何與代息股份有關的爭議所作出的決定將不可推翻及具有約束力。

**YOUR DETAILS**

個人資料

<b>BOX A</b> 甲欄	<b>NAME(S) AND ADDRESS OF SHAREHOLDER(S)</b> 股東姓名及地址	<b>BOX B</b> 乙欄	<b>REGISTERED SHAREHOLDING ON 12 JUNE 2023</b> 在2023年6月12日登記持有的股數

**ELECTION FOR SCRIP DIVIDEND ONLY IN RESPECT OF THE FINAL DIVIDEND FOR THE YEAR ENDED 31 DECEMBER 2022**

就截至2022年12月31日止年度的末期股息選擇僅收取代息股份

IF YOU ELECT FOR SHARES ONLY FOR THE FINAL DIVIDEND FOR THE WHOLE OF YOUR REGISTERED SHAREHOLDING, PLEASE JUST SIGN, DATE AND RETURN THIS FORM OF ELECTION.

閣下如欲僅以股份收取閣下登記持有的全部股份的末期股息，則閣下僅須於本選擇表格上簽名及填上日期，然後交回本選擇表格。

**ELECTION FOR PART CASH DIVIDEND AND PART SCRIP DIVIDEND IN RESPECT OF THE FINAL DIVIDEND FOR THE YEAR ENDED 31 DECEMBER 2022**

就截至2022年12月31日止年度的末期股息選擇部分收取現金股息及部分收取代息股份

IF YOU ELECT TO RECEIVE YOUR FINAL DIVIDEND PARTLY IN CASH AND PARTLY IN SHARES, YOU MUST INSERT IN BOX C THE NUMBER OF SHARES IN RESPECT OF WHICH THE FINAL DIVIDEND IS TO BE PAID IN SHARES. THEN SIGN, DATE AND RETURN THIS FORM OF ELECTION.

閣下如欲以部分收取現金及部分收取股份的方式收取閣下的末期股息，請於丙欄填寫閣下欲以股份收取末期股息的有關股份數目，然後於本選擇表格上簽名及填上日期，並交回本選擇表格。

**NOTE:** IF YOU DO NOT SPECIFY THE NUMBER OF SHARES IN RESPECT OF WHICH YOU WISH TO RECEIVE NEW SHARES OR IF YOU ELECT TO RECEIVE NEW SHARES IN RESPECT OF A GREATER NUMBER OF SHARES THAN YOUR REGISTERED SHAREHOLDING, THEN IN EITHER CASE YOU WILL BE DEEMED TO HAVE EXERCISED YOUR ELECTION IN RESPECT OF ALL THE SHARES REGISTERED IN YOUR NAME(S).

附註：如閣下未有註明意欲收取新股的股數，或如閣下所註明選擇收取新股的股數較登記在名下者為多，則在此任何一種情形下，閣下將被視為已就登記於閣下名下的全部股份選擇收取股份論。

**THIS FORM IS FOR THE USE ONLY OF THE SHAREHOLDER(S) NAMED IN BOX A. NO ACKNOWLEDGEMENT OF RECEIPT OF THIS FORM WILL BE ISSUED.**

本表格只供甲欄所指定的股東使用。本公司不會就收到本表格一事發出收條。

SHARE CERTIFICATE(S) AND/OR CHEQUES FOR THE CASH DIVIDEND WILL BE SENT BY ORDINARY POST ON FRIDAY, 4 AUGUST 2023 TO THE SHAREHOLDER(S) AT THEIR RISK TO THE ADDRESS STATED ABOVE OR IN THE CASE OF CHEQUES, IN ACCORDANCE WITH STANDING INSTRUCTIONS (IF ANY).

股票及/或現金股息付款支票將以平郵方式按上文所註明的地址於2023年8月4日(星期五)寄予股東，郵誤風險由股東自行承擔。付款支票將按股東的原有指示(如有)寄發。

IF YOU SIGN THIS FORM BUT DO NOT SPECIFY THE NUMBER OF SHARES IN RESPECT OF WHICH YOU WISH TO RECEIVE SHARES OR, IF YOU ELECT TO RECEIVE SHARES IN RESPECT OF A GREATER NUMBER OF SHARES THAN WHAT YOU WOULD HAVE BEEN ENTITLED BASED ON YOUR REGISTERED HOLDING OF SHARES ON THE RECORD DATE, THEN IN EITHER CASE YOU WILL BE DEEMED TO HAVE EXERCISED YOUR ELECTION TO RECEIVE NEW SHARES IN LIEU OF CASH IN RESPECT OF ALL THE SHARES REGISTERED IN YOUR NAME ON THE RECORD DATE.

倘閣下簽妥本表格但未註明以股份收取股息之股數，或倘閣下所選擇以股份收取股息之股數較基於在記錄日登記在閣下名下的股份計算為多，則在此任何一種情況下，閣下將被當作已選擇閣下名下於記錄日全部股份欲以收取新股以代替現金。

**TO: THE BOARD OF DIRECTORS OF XINYI GLASS HOLDINGS LIMITED**

致：信義玻璃控股有限公司董事會

I/WE, THE UNDERSIGNED AND ABOVE-NAMED SHAREHOLDER(S), HEREBY IRREVOCABLY GIVE NOTICE THAT THE FINAL DIVIDEND FOR THE YEAR ENDED 31 DECEMBER 2022 REGISTERED IN MY/OUR NAME(S) SHOULD BE SATISFIED BY SHARES EITHER IN FULL OR IN PART IN ACCORDANCE WITH THE INSTRUCTIONS GIVEN ABOVE.

本人/吾等為下面簽署及上述之股東，特此發出不可撤銷的通知就有關本人/吾等名下之股份所應享有截至2022年12月31日止年度的末期股息，按照上述所作指示以全部或部份股份方式支付。

**SIGNATURE(S) OF SHAREHOLDER(S) 股東簽署**

(1).....(2).....(3).....(4).....

DATE 日期: .....

<b>TEL. NO.</b> 電話號碼	
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- NOTES 附註:**
- (i) **IN THE CASE OF JOINT HOLDERS, ALL MUST SIGN.**  
如屬聯名持有者，所有持有人均須簽署。
  - (ii) **IN THE CASE OF A CORPORATION, THIS FORM SHOULD BE SIGNED ON ITS BEHALF BY A DULY AUTHORISED OFFICER, WHOSE POSITION SHOULD BE STATED.**  
如屬法團，則本表格須由其正式授權人簽署，並須註明簽署人的職位。
  - (iii) **YOUR SIGNATURE(S) ABOVE MUST CORRESPOND WITH YOUR SPECIMEN SIGNATURE(S) FILED WITH COMPUTERSHARE HONG KONG INVESTOR SERVICES LIMITED.**  
閣下以上之簽名須與閣下提交予香港中央證券登記有限公司之簽字式樣相符。
  - (iv) **FOR THE AVOIDANCE OF DOUBT, WE DO NOT ACCEPT ANY SPECIAL INSTRUCTIONS WRITTEN ON THIS FORM OF ELECTION.**  
為免存疑，任何在本選擇表格上之額外手寫指示，本公司將不予處理。