



**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**

29 September 2023

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](http://www.xinyiglass.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the “HKEXnews website”) at [www.hkexnews.hk](http://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](mailto:xinyiglass.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company’s website at [www.xinyiglass.com](http://www.xinyiglass.com) or the HKEXnews website at [www.hkexnews.hk](http://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<sup>(Note)</sup>: (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](mailto: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](mailto:xinyiglass.ecom@computershare.com.hk).

Yours faithfully,  
For and on behalf of  
**Xinyi Glass Holdings Limited**  
**Dr. LEE Yin Yee, S.B.S., B.B.S., M.H.**  
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](http://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](http://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](mailto:xinyiglass.ecom@computershare.com.hk)。申請表格亦可於本公司網站 [www.xinyiglass.com](http://www.xinyiglass.com) 或披露易網站 [www.hkexnews.hk](http://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<sup>(附註)</sup>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](mailto: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](mailto:xinyiglass.ecom@computershare.com.hk)。

代表  
**信義玻璃控股有限公司**  
主席  
**李賢義博士 (銀紫荊星章, 銅紫荊星章, 榮譽勳章)**  
謹啟

2023年9月29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的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)

- the printed English version of the Current Corporate Communications ONLY; OR  
本次公司通訊的英文印刷本; 或
- the printed Chinese version of the Current Corporate Communications ONLY; OR  
本次公司通訊的中文印刷本; 或
- both the printed English and Chinese versions of the Current Corporate Communications.  
本次公司通訊的英文及中文印刷本。

## 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)

- to read all future Corporate Communications published on the Company's website (the "Website Version") in place of receiving printed copies; and to receive a written notification either by post or by email of the publication of the relevant Corporate Communications on the website of the Company; OR  
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

請提供一個電郵地址, 以便本公司向該地址發送日後所有公司通訊之書面通知。如有提供, 則僅會向該地址發送日後所有公司通訊之書面通知。如有提供, 則僅會向該地址發送日後所有公司通訊之書面通知。如有提供, 則僅會向該地址發送日後所有公司通訊之書面通知。

(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.)

(本公司僅將所有日後公司通訊已在本公司網站登載之電郵通知發送至上列提供之電郵地址(如有)。如未有提供電郵地址, 則僅會向閣下寄發所有日後公司通訊已在本公司網站登載之通知信函。請以英文正楷填寫電郵地址, 有關電郵地址僅用作收取所有日後公司通訊已予發佈之電郵通知。)

- to receive the printed English version of all future Corporate Communications ONLY; OR  
僅收取公司通訊之英文印刷本; 或
- to receive the printed Chinese version of all future Corporate Communications ONLY; OR  
僅收取公司通訊之中文印刷本; 或
- to receive both the printed English and Chinese versions of all future Corporate Communications.  
同時收取公司通訊之英文及中文印刷本。

Name: 姓名 \_\_\_\_\_  
Contact telephone number: 聯絡電話號碼 \_\_\_\_\_  
Address: 地址 \_\_\_\_\_

Signature: 簽名 \_\_\_\_\_  
Date: 日期 \_\_\_\_\_

## Notes 附註:

- Please complete all your details clearly.  
請 閣下清楚填寫所有資料。
- By selection to read the Website Version of the Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.  
在選擇瀏覽於本公司網站刊登之公司通訊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。
- 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。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing or using email at [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) to the Company c/o Computershare Hong Kong Branch Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
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 [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) 予本公司之香港股份過戶登記分處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 樓另作選擇為止。
- You are entitled to change the choice of means of receipt and/or language of all future Corporate Communications at any time by reasonable notice in writing or using email at [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) to the Company c/o the Company's Hong Kong Branch Share Registrar.  
閣下有權隨時發出合理時間的書面通知或以電郵方式向 [xinyiglass.com@computershare.com.hk](mailto:xinyiglass.com@computershare.com.hk) 予本公司之香港股份過戶登記分處, 要求更改公司通訊之收取方式及/或語言版本。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form.  
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

- "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").  
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。
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.  
閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料, 本公司可能無法處理閣下在本表格上所填的指示及/或要求。
- 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.  
本公司可就任何所說明的用途, 將閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記分處, 及/或其他公司或團體, 並將有關資料保留該等個人資料作核實及記錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be made in writing to the Personal Data Privacy Officer of Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.  
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的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。

\* 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.  
公司通訊指發行人發出或將予發出以供其任何證券的持有人或投資大眾參照或採取行動的任何文件, 其中包括但不限於:(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。

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**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.**

當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](http://www.computershare.com/hk/contact)