



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)

20 March 2024

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Xinyi Glass Holdings Limited (the “Company”) is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “Corporate Communications”), which means any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.xinyiglass.com and the HKEXnews’ website at www.hkexnews.hk. A notification letter for the publication of the Corporate Communications, in both English and Chinese, will be sent by the Company to you by email or by post.

We write to ascertain your preference in receiving all future Corporate Communications. If you wish to receive the printed version of future Corporate Communications, please complete the reply form (the “Reply Form”) on the reverse side and return it to Company c/o Computershare Hong Kong Investor Services Limited (the “Hong Kong Branch Share Registrar”) by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp); or by sending an email to xinyiglass.ecom@computershare.com.hk specifying your name and address for the request. The Reply Form may also be downloaded from the Company’s website or the HKEXnews’ website. Please note that such request shall be valid only for one year starting from the receipt date of your instruction and will expire thereafter. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communications and have made an election to receive printed version, you are hereby requested to make an election again. **Please note that your previous election to receive printed copies will be disregarded, but in the case you have previously elected to receive notification by email, such election will remain valid.**

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the Reply Form. Alternatively, you may sign and return the Reply Form to the Hong Kong Branch Share Registrar.

If the Company does not receive a functional email address from you, you will receive by post the notification letters for all future Corporate Communications and all future Actionable Corporate Communications^(Note) in printed forms at your address as appearing in the Company’s register of members maintained by the Hong Kong Branch Share Registrar until such time when you have provided a functional email address to the Hong Kong Branch Share Registrar for receiving the same.

Should you have any queries relating to this letter, please contact 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).

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

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holder.

各位登記股東：

以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化制度及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07A 條，信義玻璃控股有限公司（「公司」）謹此通知閣下，公司已採用以電子方式發布公司通訊（「公司通訊」）之安排，該公司通訊是指公司向向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件，包括但不限於(a) 董事報告、年度帳目以及審計報告副本以及（如適用）財務摘要報告；(b) 中期報告及其中期報告摘要（如適用）；(c) 會議通知；(d) 上市文件；(e) 通函和 (f) 委任表格。

請注意，所有未來公司通訊的英文版和中文版將在公司網站 www.xinyiglass.com 和披露易網站 www.hkexnews.hk 上提供。公司將會以郵寄方式或電子郵件形式發送公司通訊網站版本的中、英文登載通知。

現特來函以確定閣下對收取日後公司通訊的意向選擇。如閣下欲收取日後公司通訊文件之印刷本，請填妥在本函背頁的回條（「回條」），並使用隨附之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，閣下無需支付郵費或貼上郵票；否則，請貼上適當的郵票），地址為香港灣仔皇后大道東 183 號合和中心 17M 樓；或發送電子郵件至 xinyiglass.ecom@computershare.com.hk，並註明閣下的姓名及地址提出要求。回條亦可於本公司網站或披露易網站內下載。請注意，收取公司通訊印刷本之指示由收悉閣下指示當日起計一年內有效，此後將過期。即使閣下以往曾經收到本公司就收取公司通訊語言版本及方式提供選擇的函件並已選擇收取印刷本，仍請閣下再次作出選擇。請注意，閣下早前所作出收取印刷本的選擇將失效，唯如閣下早前選擇以電郵方式收取通知，該選擇將繼續有效。

徵集電子聯絡資料

為確保及時收到最新的公司通訊，本公司建議閣下透過掃描隨附回條上列印的專屬二維碼提供閣下的電子郵件地址。或閣下亦可簽署回條並交回香港股份過戶登記分處。

如本公司沒有收到閣下提供有效的電子郵件地址，本公司將根據香港股份過戶登記分處所存置的股東名冊上所示的地址透過郵寄方式向閣下發送在網站上發布公司通訊的通知，以及所有可供採取行動的公司通訊^(Note)的印刷本，直至閣下向香港股份過戶登記分處提供有效的電子郵件地址以接收該等公司通訊。

如閣下對本函件有任何疑問，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。

代表
信義玻璃控股有限公司
主席
李賢義博士（銀紫荊星章）
謹啟

2024 年 3 月 20 日

附註：可供採取行動的公司通訊指任何涉及要求公司的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

