



**CITIC Limited**  
**中國中信股份有限公司**

(Incorporated in Hong Kong with limited liability)  
(Stock Code: 00267)

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**NOTIFICATION LETTER**

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29 April 2024

Dear Non-registered Shareholders<sup>(Note)</sup>,

**CITIC Limited (the “Company”)**

**1. Annual General Meeting of the Company (the “Annual General Meeting”)**

The Annual General Meeting will be held as a virtual meeting by way of electronic means via Tricor e-Meeting System on Tuesday, 18 June 2024 at 11:00 a.m..

**Online Attendance at the Annual General Meeting**

As a Non-registered Shareholder whose shares are held in the Central Clearing and Settlement System (“CCASS”) through banks, brokers, custodians or HKSCC Nominees Limited (together, the “Intermediary”), you are entitled to attend and vote at the Annual General Meeting through online access by visiting <https://spot-emeeting.tricor.hk/#/267> (“Tricor e-Meeting System”). If you attend the Annual General Meeting online, you will be able to view a live broadcast of the Annual General Meeting, cast your vote on the resolutions in real time and may dial in to raise questions to the Company. Tricor e-Meeting System will be open for shareholders to log in from 10:30 a.m. on 18 June 2024 (i.e. approximately 30 minutes prior to the commencement of the Annual General Meeting). Please refer to the Company’s circular dated 29 April 2024 for details of the Annual General Meeting arrangements.

In order to attend the Annual General Meeting online, you need to (i) contact and instruct your Intermediary to appoint you as a proxy or corporate representative to attend the Annual General Meeting and (ii) provide your email address to your Intermediary before the time limit required by your Intermediary. Details regarding the Annual General Meeting arrangements including the login details to access Tricor e-Meeting System will be sent by the Company’s share registrar, Tricor Tengis Limited, to the email address provided by you.

**Please keep the login details in safe custody for use at the Annual General Meeting and do not disclose them to anyone else.**

**2. Notice of Publication of (i) Annual Report 2023, (ii) Circular dated 29 April 2024 including Notice of Annual General Meeting, (iii) Proxy Form (collectively the “Current Corporate Communication(s)”), and (iv) Environmental, Social and Governance (ESG) Report 2023 (“ESG Report 2023”)**

English and Chinese versions of the Current Corporate Communication(s) are available under the Investor Relations section of the Company’s website at [www.citic.com](http://www.citic.com) and on the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to receive the Current Corporate Communication(s) and all future Corporate Communications<sup>#</sup> in printed form, please complete the Request Form enclosed with this letter and sign and return to the Company’s share registrar, Tricor Tengis Limited (the “Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Request Form and need not affix a stamp on the envelope when returning your Request Form. Otherwise, please affix an appropriate stamp. The Request Form may also be downloaded under “Announcements & Circulars” in the Investor Relations section of the Company’s website at [www.citic.com](http://www.citic.com) or the website of HKEX at [www.hkexnews.hk](http://www.hkexnews.hk).

Please note that by completing and returning the Request Form to request for the printed copy(ies) of the Current Corporate Communication(s), you will expressly indicate that you prefer to receive all future Corporate Communications of the Company in printed form in the language(s) selected.

The Company’s ESG Report 2023 is published in electronic form only and is available under the Investor Relations section of the Company’s website at [www.citic.com](http://www.citic.com) and on the website of HKEX at [www.hkexnews.hk](http://www.hkexnews.hk). If you wish to receive a printed copy of the Company’s ESG Report 2023, please make your written request to the Company’s Share Registrar by post at the above address or by email at [citic-ecom@hk.tricorglobal.com](mailto:citic-ecom@hk.tricorglobal.com).

Should you have any questions in relation to this letter, please call the telephone hotline of the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of

**CITIC Limited**  
**Ricky Choy Wing Kay     Zhang Yunting**

Joint Company Secretaries

*Note: This letter is addressed to non-registered shareholders (a “non-registered shareholder” means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications). If you have sold or transferred all your shares in the Company, please disregard this letter and the enclosed Request Form.*

<sup>#</sup> *Corporate Communications mean any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities, which include but are not limited to (a) the directors’ report, its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the half-year report and, where applicable, summary half-year report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*

Name(s) and address of Non-registered Shareholder(s):  
非登記股東之姓名及地址：

## Request Form 申請表格

To: CITIC Limited (the “Company”)  
(Stock Code: 00267)  
c/o Tricor Tengis Limited  
17/F, Far East Finance Centre, 16 Harcourt Road  
Hong Kong

致：中國中信股份有限公司(「本公司」)  
(股份代號：00267)  
經卓佳登捷時有限公司  
香港夏愨道16號  
遠東金融中心17樓

I/We would like to receive the Current Corporate Communication(s) (as defined on the letter enclosed with this form) and all future Corporate Communications<sup>#</sup> of the Company in printed form in the manner indicated below:  
本人/吾等現欲以下列方式收取本次公司通訊(定義見本表格後附的信函)及所有日後公司通訊<sup>#</sup>之印刷本：  
(Please mark ✓ in 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)

- in printed form in English only; OR  
僅收取英文印刷本；或
- in printed form in Chinese only; OR  
僅收取中文印刷本；或
- in printed form in both English and Chinese.  
同時收取中、英文印刷本。

Contact telephone number  
聯絡電話號碼

Signature(s)  
簽名

### Notes 附註：

- Please complete all your details clearly. Please specify your name and address clearly in CAPITAL LETTERS IN ENGLISH on the top left hand corner in this Request Form if you download this form from the website.  
請閣下清楚填妥所有資料。倘若閣下從網上下載本申請表格，請於本表格左上方用英文正楷清楚註明閣下的姓名及地址。
  - This Request Form is to be completed by non-registered shareholders (a “non-registered shareholder” means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications).  
本申請表格是由本公司之非登記股東(「非登記股東」指所持有的本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知表示該等人士或公司欲收到公司通訊)填妥的。
  - Any form with more than one box marked ✓, with no box marked ✓, 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。
  - The above instruction will apply to all the Company’s Corporate Communications to be sent to you until you notify the Company’s share registrar, Tricor Tengis Limited, to the contrary or unless you have at anytime ceased to have shareholdings in the Company.  
上述指示適用於發送予閣下之所有本公司之公司通訊，直至閣下通知本公司之股份過戶登記處卓佳登捷時有限公司另外之安排或任何時候停止持有本公司的股份。
  - For the avoidance of doubt, we do not accept any other instructions written on this Request Form.  
為免存疑，本公司概不接受在本申請表格上書寫的任何其他特定指示。
- <sup>#</sup> Corporate Communications mean any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities, which include but are not limited to (a) the directors’ report, its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the half-year report and, where applicable, summary half-year report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
公司通訊指本公司向其證券持有人發出或將予發出以供參照或採取行動的任何文件，包括但不限於：(a)董事會報告、其年度賬目連同核數師報告及(如適用)其財務摘要報告；(b)半年度報告及(如適用)半年度摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

### 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, Cap 486 (“PDPO”), which includes your name, mailing address and contact telephone number.

本聲明所指的「個人資料」具有《個人資料(私隱)條例》(第486章)(「私隱條例」)賦予「個人資料」之相同涵義，當中包括閣下的姓名、郵寄地址及聯絡電話號碼。

Your Personal Data provided in this form will be used in connection with processing your request for obtaining printed copy of the relevant Corporate Communication(s). Your supply of Personal Data is on a voluntary basis. However, we may not be able to process your request unless you provide us with your Personal Data.

閣下於本表格所提供的個人資料將用以處理閣下要求索取相關公司通訊印刷本之指示。閣下乃基於自願性質提供個人資料，惟倘閣下並無提供個人資料，本公司可能無法處理閣下的指示。

Your Personal Data will be disclosed or transferred to the Company’s Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required 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 purpose.

本公司可就上述用途將閣下的個人資料披露或轉移給本公司的股份過戶處及/或其他公司或團體，或按法例規定(例如應法庭命令或執法機關的要求)作出披露或轉移，並將在適當期間內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 respectively in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing by the following means:

閣下有權根據私隱條例分別查閱及/或更正閣下的個人資料。任何查閱及/或更正閣下個人資料的要求，均須透過下列途徑以書面方式提出：

By mail to: Privacy Compliance Officer  
Tricor Tengis Limited  
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

郵寄：香港夏愨道16號遠東金融中心17樓  
卓佳登捷時有限公司  
私隱條例事務主任



MAILING LABEL 郵寄標籤

Please cut the mailing label and stick it on the envelope  
in order to return this Request Form to us.

No postage stamp necessary if posted in Hong Kong.

閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。

Tricor Tengis Limited  
卓佳登捷時有限公司  
Freeport No. 簡便回郵號碼：10 GPO  
Hong Kong 香港