

### XINYI GLASS HOLDINGS LIMITED

信義玻璃控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock code 股份代號: 00868)

Dear Registered Shareholder,

30 April 2024

<u>Xinyi Glass Holdings Limited (the "Company")</u>
– Notice of Publication of Annual Report, Circular, Notice and Proxy Form of Annual General Meeting (the "Current Corporate Communications") and <u>Arrangement of Electronic Dissemination of Corporate Communications</u>

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at <a href="www.xinyiglass.com">www.xinyiglass.com</a> and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "HKEXnews website") at <a href="www.hkexnews.hk">www.hkexnews.hk</a> (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

If you would like to receive another printed version of the Current Corporate Communications, please send a written request to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send an email to xinyiglass.ecom@computershare.com.hk specifying your name and address for the request. Even if you have chosen (or are deemed to have consented) to receive the Company's Corporate Communications (Note 1) via Website Version but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

#### 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, the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. 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 <a href="https://www.xinyiglass.com">www.xinyiglass.com</a> and the HKEXnews website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>. 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.

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 (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 2) 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.

Shareholders may at any time choose to receive (or change their choice of means of receipt of) the Company's all future Corporate Communications either in printed form, or read the Website Version, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you would like to receive the printed version of future Corporate Communications or change your choice of means of receipt of the Company's all Corporate Communications in the future, please complete the Reply Form on the reverse side and return it to 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 email to <a href="mailto:xinyiglass.ecom@computershare.com.hk">xinyiglass.ecom@computershare.com.hk</a> 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.

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 <a href="mailto:xinyiglass.ecom@computershare.com.hk">xinyiglass.ecom@computershare.com.hk</a>.

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

- 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.

  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:

# 信義玻璃控股有限公司(「本公司」) - 年度報告、股東週年大會通函、通告及委任代表表格(「本次公司通訊」)之發佈通知以及以電子方式發布公司通訊之安排

公司的本次公司通訊的中、英文版本已上載於本公司網站 <u>www.xinyiglass.com</u> 及香港聯合交易所有限公司披露易之網站(「**披露易網站**」)<u>www.hkexnews.hk</u> **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。

閣下欲收取本次公司通訊,請以書面方式經香港中央證券登記有限公司(「**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 以通知本公司。 閣下亦可發送電子郵件至 xinyiglass.ecom@computershare.com.hk,並註明 閣下的姓名及地址提出要求。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本次公司通訊,本公司將應 閣下要求盡快向 閣下發送本次公司通訊之印刷版本,費用全 免

#### 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,本公司謹此通知 閣下,本公司已採用以電子方式發布公司通訊。請注意,所有未來公司通訊的英文版和中文版將在本公司網站 www.xinyiglass.com 和披露易網站 www.hkexnews.hk 上提供。本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。

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 閣下透過掃描隨附之回條(「**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<sup>(唯立)</sup>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。

儘管 閣下早前曾向本公司作出收取日後所有公司通訊收取方式之選擇,但仍可以隨時更改有關選擇,轉為以印刷本或網上版本收取。如 閣下欲更改日 後所有本公司之公司通訊之收取方式, 閣下可隨時填妥本信函背面的回條,然後經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,請貼上適當的郵票)或發送電子郵件至 <u>xinyiglass.ecom@computershare.com.hk</u>。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。

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。

信義玻璃控股有限公司 (銀紫荊星章)

2024年4月30日

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

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。

香港中央證券登記有限公司

| REPLY | FORM | 回條  |
|-------|------|-----|
| KEPLY | FURM | 川川余 |

Computershare Hong Kong Investor Services Limited

(The "Hong Kong Branch Share Registrar")

(「香港股份過戶登記分處」) 17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號 183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中只**選擇其中一項**)

Personalized QR Code

Option 1: Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized QR code

選項1:

閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 發佈的未來公司通訊\*

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1, 閣下**無須**交回本回條。

| Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* of the following listed company (the "Company") via electronic dissemination  |                                  |  |
|---|----------------------------------|--|
| 選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址,以確保收到以下上市公司(「本公司」)通過電子方式發佈的未來公司通訊。   |                                  |  |
| Name of Securities holder(s) 證券持有人姓名:   | e of the listed company 上市公司名稱 : |  |
| Xinyi Glass Holdings Limited<br>信義玻璃控股有限公司  |                                  |  |
| Email address 電郵地址: (Notes 3 / 附註 3)  |                                  |  |
|   |                                  |  |
| Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)   |                                  |  |
| <b>選項3:</b> 本人/吾等現要求收取公司通訊 <sup>*</sup> 印刷版 (如適用,請在以下方格內劃上「✓」號)   |                                  |  |
| receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5) 收取未來公司通訊*的印刷本,並已知悉本指示由收取指示日期起計一年內有效。(附註5)  |                                  |  |
| Signature(s): (Notes 1)  — Seas (Mtt 1)  — What is a season of the contact of th |                                  |  |

- Notes 解註.

  1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚填妥 图下之所有資料。如屬聯名股東,則本回縣須由所有聯名股東聯合簽署,方為有效。

  2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回縣在未有後審政在其他方面讓身不正確,則本回縣賴自作祭。

  3. If the Company does not receive a functional email address in your reply, you will receive by post the notification letter for the Corporate Communications\* and Actionable Corporate Communications\* in printed form. 如本公司資內收到 图 所符的效量于解析地。 图下持续最重新各方式效取有關發佈公司雖那的通知以及所有可供採取行動的公司雖那的印刷本。

  4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如 图 下题等之间或其他方式提供多外。 同的量于解析地处,只有 图 下题与性地处情多种用分配点。
  如 图 下题等。 图 下题长见或某他方式提供多外。 同的量于解析地处,只有 图 下题中地处被多级用价量的。 图 下面要有,我们的第二个分类,并不有看更多的地处被爱能,只有或我公司通訊\*的问题。

  5. If you mark "V" in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received.
  如 图 下面等 1 方格介數上 (V) 素,將不會有電子動件地处被爱能,只會做我公司通訊\*的问题。

  6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.

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## PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- 個人資料疊明

  "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」與香港法例第 486 章 《個人資料(私隱)條例)(「《私隱條例)」)中「個人資料」的涵養相同。

  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company, Your supply of Personal Data to the Company is on a volunty basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

  图下於本自同條所提供的個人資料無用於(包括但不限於)有關公司以電子方式發布公司通訊\*及就 图下持有的公司證券有關的其他事宜上與 图下聯絡。 图下是自願向本公司提供個人資料。若 图下未能提供足夠資料,本公司可能無法處理 图下在与同條上所述的指示及/或要求。

  Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.

  公司可就任何所說明的用始或或在法例提及公司使,的解析,图下的偏人资料、要求或者料给金司的附屬公司、股份過戶處、及/或其此公司或團體,並將在適當期間保留談響個人資料作教質及受謝用途。

  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 hould be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M [Floor, Hopewell Centre, 18] Queen's Read East, Wanchai, Hong Kong or by email at PrivacyOfficer® computershare com. kt.

  图下有權根據(私隱條例)的條文查閱及或修改 图下的個人資料。任何該等查閱及或修改個人資料的要求均須以書面方式郵寄至股份過戶。 地址為香港灣仔里后大道東183 號台和中心 17M 僕)向香港總私主任提出,或發送電郵车 PrivacyOfficer® computershare com. kt.

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 form to us. No postage is necessary if posted in Hong Kong.

閣下寄回此回條時,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。