香港中華煤氣有限公司
The Hong Kong and China Gas Company Limited
(Incorporated in Hong Kong under the Companies Ordinance with limited liability)
(Stock Code: 3)

29th April 2026

Dear Shareholders,

The Hong Kong and China Gas Company Limited (the "Company")
- 2025 Annual Report, Circular and Proxy Form (the "Current Corporate Communications") and Environmental, Social and Governance Report 2025

Please be informed that the English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.towngas.com and the HKEXnews website at www.hkexnews.hk, or the arranged printed form(s) of the Current Corporate Communications is/are enclosed (if applicable). You may access the Current Corporate Communications on the Company's website or browse through the HKEXnews website.

Please note that the Annual General Meeting of the Company will be held at Convention Hall (Harbour Road Entrance), Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong on Monday, 1st June 2026 at 12:00 noon.

New Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules"), the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and the Articles of Association of the Company, the Company will adopt electronic dissemination of corporate communications ("Corporate Communications")[Note 1] through the Company's website at www.towngas.com and the HKEXnews website at www.hkexnews.hk in place of sending printed copies. The Company will no longer notify shareholders of the publication of Corporate Communications by post. If you would like to receive an email notification of publication of the Corporate Communications, you may either register for the News Alerts service of Hong Kong Exchanges and Clearing Limited or provide your email address to us for receiving our email notifications. If no functional email address is provided, you will not be able to receive any email notification and you will have to check the Investor Relations section of the Company's website at www.towngas.com and the HKEXnews website at www.hkexnews.hk proactively for the publication of the Corporate Communications.

Pursuant to the Listing Rules, the Company is required to send Actionable Corporate Communications[Note 2] to its shareholders individually. Shareholders are recommended to provide an email address to the Company for receiving Actionable Corporate Communications electronically. If no functional email address is provided, or for certain Actionable Corporate Communications which, because of their nature, have to be sent to you by post, the Company will send Actionable Corporate Communications in printed form by post to your address as appearing in the register of members of the Company maintained by the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar"). You may provide your email address to the Company c/o the Share Registrar by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"), or by completing, signing and returning the Reply Form to the Company c/o the Share Registrar by email or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (using the mailing label at the bottom of the Reply Form).

Please note that any instructions in respect of election of language and/or means of receipt of Corporate Communications you may have given to the Company or the Share Registrar in the past have ceased to be valid, and you are requested to make your election again.

If you want to receive current and future Corporate Communications in printed form, please complete the Reply Form and send it to the Share Registrar or send an email to towngas.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

The Company's Environmental, Social and Governance Report 2025 is published in electronic form only under the ESG section of the Company's website at www.towngas.com. If you wish to receive a printed copy of the Company's Environmental, Social and Governance Report 2025, you may submit your request to the Share Registrar by post at the above address or by email to above email address.

If you have any queries relating to this letter, please call the telephone hotline of the Share Registrar at (852) 2862 8555 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays).

Yours faithfully,
Elsa Wong Lai-kin
Company Secretary

Notes:

1. *Corporate Communications mean 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.*

2. *"Actionable Corporate Communication(s)" 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.*

CCS4704 HCGH

REPLY FORM 回條

To: **The Hong Kong and China Gas Company Limited (the "Company")**
(Stock Code: 3)
c/o Computershare Hong Kong Investor Services Limited (the "**Share Registrar**")
17M Floor, Hopewell Centre
183 Queen's Road East, Wanchai, Hong Kong

致： **香港中華煤氣有限公司（「本公司」）**
（股份代號: 3）
經香港中央證券登記有限公司 **（「股份登記處」）**
香港灣仔皇后大道東 183 號
合和中心 17M 樓

(Please **choose ONLY ONE** of the options below 請從以下選項中**只選擇其中一項**)

Personalised QR Code
專屬二維碼

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

選項 1： **掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址，以接收本公司通過電子方式發布的未來公司通訊***

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 via electronic dissemination.**

選項 2： **本人 / 吾等現以書面提供本人 / 吾等之電子郵件地址，以確保收到以下上市公司通過電子方式發布的未來公司通訊***

Name of securities holder(s) 證券持有人姓名 :

Name of the listed company 上市公司名稱 :
The Hong Kong and China Gas Company Limited
香港中華煤氣有限公司

Email address 電郵地址: *(Note 3 附註 3)*

Option 3: **I/we hereby request for receipt of Corporate Communications* (including Actionable Corporate Communications*) in printed form in the following language version** (Please mark "✓" in the below box if applicable) *(Notes 5 & 7)*

選項 3： **本人 / 吾等現要求收取公司通訊*(包括可供採取行動的公司通訊*)印刷本之下列語言版本:**（如適用，請在以下方格內劃上「✓」號）*(附註 5 及 7)*

☐ **Printed English version 英文印刷本** / ☐ **Printed Chinese version 中文印刷本** / ☐ **Printed English and Chinese versions 中文及英文印刷本**

Signature(s): *(Note 1)*
簽名： *(附註 1)* _____

Contact telephone number:
聯絡電話號碼： _____

Date:
日期： _____

Notes 附註：

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 閣下之所有資料。如屬聯名股東，則本回條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.*
   任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。
3. *If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications*.*
   *如本公司沒有收到 閣下之有效電子郵件地址， 閣下將無法收到有關發布公司通訊*之通知。*
4. *If you provide more than one email address by QR code, email, reply form and/or other means, only the latest email address provided will be registered.*
   如 閣下通過二維碼、電郵、回條及 / 或其他方式提供多於一個之電子郵件地址，只有 閣下最後提供之電子郵件地址將會被用作登記。
5. *If you mark "✓" in the box in Option 3, no email address will be registered and only Corporate Communications* in printed form will be received.*
   *如 閣下在選項 3 方格內劃上「✓」號，電子郵件地址將不會被登記， 閣下只會收取公司通訊*之印刷本。*
6. *For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.*
   為免存疑，在本回條上之任何額外指示，本公司將不予處理。
7. *This request for printed copy will cease to be valid after one year, or such shorter period if this request is revoked in writing by you, or superseded by a subsequent written request by you, prior to the expiry date of this request. Please note that you must complete and return a fresh Reply Form, if you wish to continue to receive Corporate Communications* (including Actionable Corporate Communications*) in printed form after the expiry of this request.*
   本收取印刷本之要求將於一年後失效，或倘於本要求失效日期前， 閣下書面撤回本要求或提出後續書面要求取代本要求，本要求將於較短時間內失效。謹請注意，如欲於本要求失效後繼續收取公司通訊 (包括可供採取行動的公司通訊*)印刷本， 閣下必須填妥、簽署並交回一份新回條。*

* *Unless otherwise specified, Corporate Communications refer to 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.*
除非另有註明，公司通訊乃指本公司為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之任何文件，包括但不限於(a) 董事會報告、年度帳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）中期報告摘要； (c) 會議通知； (d) 上市文件； (e) 通函和 (f) 代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i) "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").
本聲明中所指之「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」之相同涵義。

(ii) 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 voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or request as stated in this Reply Form.
閣下於本回條所提供之個人資料將用於(包括但不限於)有關本公司以電子方式發布公司通訊*及就 閣下持有之本公司證券有關之其他事宜上與 閣下聯絡。 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 閣下在本回條上所述之指示及 / 或要求。

(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar maintaining the register of members of the Company, 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.
本公司可就任何所說明之用途或在法例規定之情況下，將 閣下之個人資料披露或轉移給本公司之附屬公司、存置本公司股東名冊之股份登記處、及 / 或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。

(iv) 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 in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.
閣下有權根據《私隱條例》之條文查閱及 / 或修改 閣下之個人資料。任何該等查閱及 / 或修改個人資料之要求均須以書面方式郵寄至股份登記處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向其香港隱私主任提出，或發送電郵至 PrivacyOfficer@computershare.com.hk。

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.

當 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。