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 Non-registered Holders[Note 1],

The Hong Kong and China Gas Company Limited (the "Company")
- 2025 Annual Report and Circular (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 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 2] 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 liaise with your Intermediary(ies) and provide it/them with your email address 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically in the Investor Relations section of the Company's website at www.towngas.com and the HKEXnews website at www.hkexnews.hk in place of printed copies.

If you want to receive current and future Corporate Communications in printed form, please complete the enclosed reply form (the "Reply Form") and send it to the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, or send an email to towngas.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form.

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. *This letter is addressed to non-registered holders of the Company ("non-registered holder" means such person or company whose shares 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 to receive corporate communications of the Company). If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form.*

2. *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.*

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

REMINDER 提示

As a non-registered holder, if you wish to receive Corporate Communications* pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記持有人，如有意根據《上市規則》收取公司通訊*， 閣下應聯絡代 閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向 閣下的中介公司提供 閣下的電子郵件地址。

Request for Corporate Communications* in printed form / 要求收取公司通訊*印刷本

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

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

☐ **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**

Name(s) of Non-registered holder(s):
非登記持有人姓名：
(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature(s): *(Note 3)*
簽名： *(附註 3)*

Date:
日期：

Contact telephone number:
聯絡電話號碼：

Notes:
附註：

1. *This letter is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares 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*). 此函件乃向本公司之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統之人士或公司，並已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊*）發出。*
2. *Please complete all your details clearly. 請 閣下清楚填妥所有資料。*
3. *Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如本表格未有在方格內劃上「✓」號、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。*
4. *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。*

* *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

lease 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。