# Change Request Form 變更申請表格

**To:** **China Jinmao Holdings Group Limited (the "Company")**
**(Stock Code: 00817)**
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre
183 Queen's Road East, Wanchai, Hong Kong

**致:** **中國金茂控股集團有限公司（「本公司」）**
**(股票代號：00817)**
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號合和中心 17M 樓

**Part A — I/We would like to receive printed version(s) of the Current Corporate Communication of the Company in the manner as indicated below:**
甲 部 本人／我們現在希望以下列方式收取 貴公司本次公司通訊文件：

(Please mark **ONLY ONE（X）** of the following boxes 請從下列選擇中，僅在其中**一個空格**內劃上「**X**」號)

☐ I/We would like to receive **a printed copy in English** now.
本人／我們現在希望收取**一份英文印刷本**。

☐ I/We would like to receive **a printed copy in Chinese** now.
本人／我們現在希望收取**一份中文印刷本**。

☐ I/We would like to receive **both the printed English and Chinese copies** now.
本人／我們現在希望收取**英文和中文各一份印刷本**。

**Part B — I/We would like to change the choice of language and means of receipt of future Corporate Communication of the Company in the manner as indicated below:**
乙 部 本人／我們現在希望更改 貴公司日後公司通訊文件之語言版本及收取途徑之選擇：

(Please mark **ONLY ONE（X）** of the following boxes 請從下列選擇中，僅在其中**一個空格**內劃上「**X**」號)

☐ to read the **website version** of all future Corporate Communication published on the Company's website in place of receiving printed copies; and to receive a written notification either by post or by email of the publication of Corporate Communication on the Company's website; **OR**
瀏覽在本公司網站發表之日後公司通訊文件**網上版本**，以代替收取印刷本，並以郵遞或電郵方式收取公司通訊文件已在公司網站上刊發之書面通知；**或**

***Email Address***
***電郵地址*** _____

*(The Company will send to the email address provided above (if any) the email notification of the availability of future Corporate Communication on the Company's website. If no email address is provided, only a notification letter of the publication of future Corporate Communication on the Company's website will be sent. Please provide the email address in English Capital Letters and the email address will solely be used for email notification of the release of Corporate Communication.)*
*(本公司日後僅將公司通訊文件已在本公司網站登載之電郵通知發送至如上提供之電郵地址(如有)。如未有提供電郵地址，則僅會向 閣下寄發公司通訊文件已在本公司網站登載之通知信函。請以英文正楷填寫電郵地址，有關電郵地址僅用作收取公司通訊文件已予發佈之電郵通知。)*

☐ to receive the **printed English version** of all future Corporate Communication ONLY; **OR**
僅收取日後公司通訊文件之**英文印刷本；或**

☐ to receive the **printed Chinese version** of all future Corporate Communication ONLY; **OR**
僅收取日後公司通訊文件之**中文印刷本；或**

☐ to receive both printed **English and Chinese versions** of all future Corporate Communication.
同時收取日後公司通訊文件之**英文及中文印刷本**。

**Name(s) of shareholder(s)#**
**股東姓名#**

**Date**
**日期**

*(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)*

**Shareholder(s) registered address#**
**股東註冊地址#**

*（Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫）*

**Contact telephone number**
**聯絡電話號碼**

**Signature(s)**
**簽名**

*# You are required to fill in the details if you download this Change Request Form from the Company's website.*
*假如 閣下從本公司網站下載本變更申請表格，請必須填上有關資料。*

*Notes 附註:*

1. Please complete all your details clearly.
請 閣下清楚填妥所有資料。
2. If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid.
如屬聯名股東，則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
3. Any form with more than one box marked (X), or with no box marked (X), or 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。
4. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
為免存疑，任何在本變更申請表格上的額外手寫指示，本公司將不予處理。
5. Please note that both printed English and Chinese versions of all the Company's Corporate Communication are available from the Company on request. They are also available on the Company's website (http://www.chinajinmao.cn) for five years from the date of first publication.
本公司備有所有公司通訊文件的中、英文版印刷本。該等公司通訊文件亦由首次登載日期起計，持續5年載於本公司網站(http://www.chinajinmao.cn)上。
6. Shareholders are entitled to change the choice of language or means of receipt of the Company's Corporate Communication at any time by reasonable notice in writing via email at chinajinmao_IR@sinochem.com or by post to the Company c/o the Company's Hong Kong Share Registrar.
股東有權隨時發出合理時間的書面通知（可以電郵方式到 chinajinmao_IR@sinochem.com 或通過本公司之香港證券登記處致函本公司），要求更改收取公司通訊文件之語言版本或收取方式。
7. By selecting to read the website version of the Corporate Communication published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communication in printed form, unless and until you change your choice by giving the Company's Hong Kong Share Registrar further notice.
除非及直至 閣下另行通知本公司之香港證券登記處更改 閣下的選擇，否則 閣下選擇瀏覽在本公司網站發表之公司通訊文件網上版本，以代替收取印刷本，即明確同意放棄收取公司通訊文件印刷本之權利。

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

i "Personal Data" in these statements 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」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」的涵義。

ii 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 requests as stated in this form.
閣下是自願向本公司提供個人資料。倘 閣下未能提供足夠資料，本公司可能無法處理 閣下在本表格上的指示及／或要求。

iii Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for our verification and record purposes.
本公司可就任何所述用途，將 閣下的個人資料披露或轉移予其附屬公司、其股份過戶登記處、及／或其他公司或團體，並將在適當期間內保留該等個人資料作核實及記錄用途。

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 to the Personal Data Privacy Officer of Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
閣下有權根據《私隱條例》的條文查閱及／或修改 閣下的個人資料。任何該等查閱及／或修改個人資料的要求均須以書面方式通知香港中央證券登記有限公司個人資料私隱專員，地址為香港灣仔皇后大道東183號合和中心17M樓。

FSPH-0911202 6-1(21)

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**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 Change Request Form to us.
**No postage is necessary if posted in Hong Kong.**
當 閣下寄回本變更申請表格時，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。**

**Get in touch with us 與我們聯繫**
Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴

Contact Us 聯繫我們
www.computershare.com/hk/contact