

## XINYI GLASS HOLDINGS LIMITED

信義玻璃控股有限公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)

(Stock code 股份代號: 00868)

## NOTIFICATION LETTER 通知信函

8 September 2023

Dear Registered Shareholder,

Xinyi Glass Holdings Limited (the "Company")

- Notice of Publication of Circular dated 8 September 2023 - Scrip Dividend Scheme for the Interim Dividend for the Six Months Ended 30 June 2023 together with the Form of Election (the "Current Corporate Communications")

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 documents.

If you would like to receive another printed version of the Current Corporate Communications in languages other than previously indicated to the Company, please complete Part A of the Change Request Form (the "Change Request Form") on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Branch Share Registrar"), using the freepost mailing label printed thereon (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send an email with a scanned copy of the completed Change Request Form to xinyiglass.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company's website at www.xinyiglass.com or the HKEXnews website at www.hkexnews.hk.

Shareholders may at any time choose to receive (or change their choice of means of receipt and/or language) the Company's all future Corporate Communications (Note): (1) either in printed form, or read the Website Version; and (2) either in English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you would like to change your choice of means of receipt and/or language of the Company's all Corporate Communications in the future, you may at any time complete Part B of the Change Request Form on the reverse side and send it to the Company c/o the Hong Kong Branch Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to xinyiglass.ecom@computershare.com.hk. Even if you have chosen (or are deemed to have consented) to receive the Company's Corporate Communications 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.

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., B.B.S., M.H. Chairman

Note: 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.

各位登記股東:

## 信義玻璃控股有限公司(「本公司」)

本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。

如 閣下欲收取本次公司通訊之另一語言印刷本(而非先前向本公司提出之語言印刷本),請填妥本信函背面的變更申請表格(「**變更申請表格**」)之 A 部,並使用隨附之免郵費郵寄標籤經香港中央證券登記有限公司(「**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,請貼上適當郵票)。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 樓。 閣下亦可把已填妥之變更申請表格的掃描副本電郵到xinyiglass.ecom@computershare.com.hk。申請表格亦可於本公司網站 www.xinyiglass.com或披露易網站 www.hkexnews.hk.內下載。

儘管 閣下早前曾向本公司作出收取日後所有公司通訊(Mit)收取方式或語言版本之選擇,但仍可以隨時更改有關選擇,轉為(1)以印刷本或網上版本收取;及(2)只收取英文印刷本、或只收取中文印刷本;或同時收取中、英文印刷本。如 閣下欲更改日後所有本公司之公司通訊之收取方式及/或語言版本, 閣下可隨時填妥本信函背面的變更申請表格之 B 部,然後經香港股份過戶登記分處至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵xinyiglass.ecom@computershare.com.hk 送回至本公司。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。

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。

代表 **信義玻璃控股有限公司** 

李賢義博士(銀紫荊星章,銅紫荊星章,榮譽勳章)

堇啟

2023年9月8日

附註: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。

	Change Request	Form 變	更申請表格
То:	Xinyi Glass Holdings Limited ("Company") (Incorporated in the Cayman Islands with limited liability) (Stock code: 00868) c/o Computershare Hong Kong Investor Services Limited	致:	信義玻璃控股有限公司(「公司」) (於開曼群島註冊成立的有限公司) (股份代號:00868) 經香港中央證券登記有限公司
	17M Floor, Hopewell Centre, 183 Queen's Road East,		香港灣仔皇后大道東 183 號
	Wanchai, Hong Kong		合和中心 17M 樓
I/We hav 本人/非	We have chosen to read the Current Corporate Communications published on the Company's website 人 我們已選擇瀏覽刊登於本公司網站的本次公司通訊或已收取文件的英文或中文印刷本,lease mark ONLY ONE (*) of the following boxes 請從下列選擇中,僅在其中一個空格內劃」  the printed English version of the Current Corporate Communications ONLY; (本次公司通訊的英文印刷本:或 the printed Chinese version of the Current Corporate Communications ONLY; (本次公司通訊的中文印刷本:或 both the printed English and Chinese versions of the Current Corporate Communications ONLY; (	e or have already 惟欲收取: た「✔」號) OR	通訊* (「公司通訊」)之印刷本 received a printed copy of the documents in English or in Chinese but would like to recei
Dout D.	── 本次公司通訊的英文及中文印刷本。 rt B: To change the choice of language or means of receipt of all future Corporate  Output  Description  Desc	. Communica	tions* 更少雅的的女口多个司经和之统会呢大型的由于是
I/We wou 本人/影	re No thange the Children of language of literals of receipt of an intuitie Corporate would like to receive all future Corporate Communications in the manner as indicated below: 人/我們希望以下列方式收取 貴公司之日後所有公司通訊: ease mark ONLY ONE (X) of the following boxes 請從下列選擇中,僅在其中 <b>一個空格</b> 內劃上		iiiiis· 文以為权州有口该公司超前之而自放平实代权力及
	to read all future Corporate Communications published on the Company's website (the "V	Vebsite Version	') in place of receiving printed copies; and to receive a written notification either by
	post or by email of the publication of the relevant Corporate Communications on the websi	ite of the Compa	ny; <b>OR</b>
	瀏覽所有日後在本公司網站刊載之公司通訊(「網上版本」),以代替收取印刷本,並	以郵遞或電郵フ	5式收取有關已在本公司網站登載的公司通訊之書面通知;或
	Email Address		
	no email address is provided, only a notification letter of the publication address in English Capital Letters and the email address will solely be use	of all future Corp ed for email notific 養送至如上提供之	2電郵地址(如有)。如未有提供電郵地址,則僅會向 閣下寄發所有日後公司
	to receive the <b>printed English version</b> of all future Corporate Communications ONLY; <b>OI</b> 僅收取公司通訊之 <b>英文印刷本;或</b>	R	
	to receive the <b>printed Chinese version</b> of all future Corporate Communications ONLY; <b>O</b> 僅收取公司通訊之 <b>中文印刷本;或</b>	R	
	to receive both the printed <b>English and Chinese versions</b> of all future Corporate Commun 同時收取公司通訊之 <b>英文及中文印刷本</b> 。		
Name: 姓名 _		nature: 名	
	Entact telephone number:		<del>_</del>
	締絡電話號碼	期	
Addres 地址 _	Address:		
Notes 附註	es 附註:		
1. 2.	請 閣下清楚填妥所有資料。		ss, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
3.		respect of the joint ho	olding should sign on this Change Request Form in order to be valid.
4.	The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by re Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road Eas 上越指示適用於將來寄發予 関下之所有公司通訊・直至 関下發出合理時間的書面通知或以電郵方式到 <a href="mailto:sincle-share-s&lt;/td&gt;&lt;td&gt;easonable notice in wr&lt;br&gt;t, Wanchai, Hong Kon&lt;/td&gt;&lt;td&gt;g.&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;5.&lt;/td&gt;&lt;td&gt;You are entitled to change the choice of means of receipt and/or language of all future Corporate Communications at any to Kong Branch Share Registrar.&lt;/td&gt;&lt;td&gt;time by reasonable no&lt;/td&gt;&lt;td&gt;tice in writing or using email at &lt;a href=" mailto:xinviglass.ecom@computershare.com.hk"="">xinviglass.ecom@computershare.com.hk</a> to the Company c/o the Company's Hong		
6.	閣下有權關時發出合興時期的書面通知以以電動方式到 <u>xinviglass coom@computershare.com.lk</u> .予本公司之香港股份 For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form. 為充存藥。本公司關不接受於本變更申請素格上書寫之任何關外指示。		
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2.		any may not be able to	process your instructions and/or requests as stated in this form.
3.			odies for any of the stated purposes, and retained for such period as may be necessary for verification and record
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Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

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\* Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company's securities or the investing public, including 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 interim report, (c) a notice of meeting: (d) a listing document; (e) a circular; and (f) a proxy form.

2. 可题制指数符片 数针规则不多数比例来其代码数字数字,从现数文化聚金积或採取行動的任何文件,其中包括但不限於(a) 董事會報告、發行人的年度銀目達同核數節報告以及(如週用)財務衝要報告;(b) 中期報告及(如週用)中期報告及(如週用)中期報告及(如週用)中期報告及(如週用)中期報告及(如週日)中期報告及(如週日)中期報告及(如週日)中期報告及(如週日)中期報告表(c) 會議通告;(d) 上市文件;(e) 通函;及(f) 委派代表書。

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