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)

Dear registered shareholder(s),

20 March 2024

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, Xinyi Glass Holdings Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which means 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.

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 www.xinyiglass.com and the HKEXnews' website at www.hkexnews.hk. 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.

We write to ascertain your preference in receiving all future Corporate Communications. If you wish to receive the printed version of **future** Corporate Communications, please complete the reply form (the "**Reply Form**") on the reverse side and return it to Company c/o Computershare Hong Kong Investor Services Limited (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 sending an email to <u>xinyiglass.ecom@computershare.com.hk</u> 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. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communications and have made an election to receive printed version, you are hereby requested to make an election again. Please note that your previous election to receive printed copies will be disregarded, but in the case you have previously elected to receive notification by email, such election will remain valid.

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. 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) 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.

Should you have any queries relating to this letter, please contact 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).

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

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:

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,信義玻璃控股有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「公司通訊」)之安排,該公司通訊是指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的任何文件,包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告: (b)中期報告及其中期報告摘要(如適用); (c)會議通知; (d)上市文件; (e)通函和 (f)委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 <u>www.xinyiglass.com</u>和披露易網站 <u>www.hkexnews.hk</u> 上提供。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。

現特來函以確定 閣下對收取日後公司通訊的意向選擇。如 閣下欲收取**日後**公司通訊文件之印刷本,請填妥在本函背頁的回條(「**回條**」),並使用隨附之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, 閣下無需支付郵費或貼上郵票;否則,請貼上適當的郵票),地址為香港灣仔皇后大道東 183 號合和中心 17M 樓;或發送電子郵件至 xinyiglass.ecom@computershare.com.hk,並註明 閣下的姓名及地址提出要求。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。即使 閣下以往曾經收到本公司就收取公司通訊語言版本及方式提供選擇的函件並已選擇收取印刷本,仍請 閣下再次作出選擇。**請注意 閣下早前所作出收取印刷本的選擇將失效,唯如 閣下早前選擇以電郵方式收取通知,該選擇將繼續有效。**

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^{網達}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。

閣下對本函件有任何疑問,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。

信義玻璃控股有限公司 李賢義博士(銀紫荊星章)

2024年3月20日

附註: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

香港灣仔皇后大道東 183 號

合和中心 17M 樓

(「香港股份過戶登記分處」)

REPLY	FORM	回條

Computershare Hong Kong Investor Services Limited

(The "Hong Kong Branch Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

(Please **choose ONLY ONE** 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(「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: Name of the listed company 上市公司名稱:			
Xinyi Glass Holdings Limited 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) 選項 3: 本人 吾等現要求收取公司通訊*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。(帮註5)			
Signature(s): ^(Notes 1) Contact number: Date: 簽名:(<i>附註 1</i>) 聯絡電話號碼: 日期:			

- 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. 任何回縣在夫有後書或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. 放公司设有收到 图下的有效最干净特地,图下精透畅等方式收取有關身体公司通讯的通知以及所有可供採取行動的公司通讯的印刷本。

 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 图下通過主總率,電影,回線及成果推方式提供多於一個的電子新件地处持會接触用公司工作并让处持會被用於多型。

 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 图下在運有 方格分數上"V",最来不會有電子動件地处接受配,只會收取公司通訊*的到關係。

 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑,在本回縣上的任何额外指示,公司將不予確理。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- 個人資料聲明

 "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.

 閩下於本自同條所提供的個人資料網形於(包括但不限於)有關公司以電子方式發布公司通訊*及或 閩下持有的公司證券有關的其他事宜上與 閩下聯絡。 閩下是自願向本公司提供個人資料。若 閩下未能提供足夠資料,本公司可能無法提理 閩下在和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.

 公司可就任何所說時的用始或成在法例提及的情况下,等, 閩下的個人資料化養或與轉移公司的附屬公司、股份過戶處、及/或其他公司或團體,並將在邁當期間保留被零個人資料作核質及全線用途。

 You have the right to request 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 [Hoor, Hopewell Centre, 18] east, Wanchai, Hong Kong privacy Officer of the Share Registrar at 17M [Hoor, Hopewell Centre, 18] east, Wanchai, Hong Kong privacy Officer of maputershare, com. kt.

 閩下有權根據(私戀條例)的條文查閱及或修改 閩下的個人資料。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處(地址為香港灣仔皇后大道東 183 號台和中心 17M 樓)向香港總私主任提出,或發送電客户下达或外还可能够为,但可以上的工作的公司,但可以上的工作的工作的。

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.