



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)

(根據公司條例在香港註冊成立之有限公司)

(Stock Code 股份代號: 3)

3rd September 2024

Dear Non-registered Holders ^(Note 1),

The Hong Kong and China Gas Company Limited (the “Company”)
- Publication of 2024 Interim Report (the “Current Corporate Communications”)

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 enclosed (if applicable). You may access the Current Corporate Communications on the Company’s website or browse through the HKEXnews website.

As a non-registered holder, if you wish to receive Corporate Communications ^(Note 2) from the Company pursuant to the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (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 for receiving email notification.

If you want to receive current and future Corporate Communications in printed form, please complete the reply form on the reverse side of this letter and send it to the Company’s 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.

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

Yours faithfully,
Elsa Wong Lai-kin
Company Secretary

Notes:

- 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 on the reverse side.*
- Corporate Communications include but not limited to (a) the directors’ report and annual accounts together with a copy of the auditors’ report and, where applicable, a summary financial report; (b) the interim report and, where applicable, a summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*

各位非登記持有人^(附註 1)：

香港中華煤氣有限公司（「本公司」）
- 刊發 2024 年中期報告（「本次公司通訊」）

謹通知 閣下本公司之本次公司通訊之中、英文版本已載列於本公司網站(www.towngas.com)及香港交易所披露易網站(www.hkexnews.hk)，歡迎瀏覽，或按安排附上本次公司通訊之印刷本(如適用)。 閣下可於本公司網站存取本次公司通訊或瀏覽香港交易所披露易網站。

作為非登記持有人，如有意根據《香港聯合交易所有限公司證券上市規則》（「上市規則」）收取公司通訊^(附註 2)，閣下應聯絡代閣下持有股份之銀行、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」），並向閣下之中介公司提供閣下之電子郵件地址，以收取電郵通知。

若閣下希望收取本次及日後公司通訊之印刷本，請填妥本函背面之回條並交回本公司股份登記處「香港中央證券登記有限公司」，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 towngas.ecom@computershare.com.hk，並註明閣下之姓名、地址及收取公司通訊印刷本之要求。

如閣下對本函有任何疑問，請於辦公時間內(星期一至五(公眾假期除外))由上午 9 時正至下午 6 時正致電本公司查詢熱線(852) 2862 8555。

公司秘書
黃麗堅 謹啟

2024 年 9 月 3 日

附註：

- 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，透過香港中央結算有限公司不時向本公司發出通知，希望收取本公司之公司通訊）發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面之回條。
- 公司通訊包括但不限於：(a) 董事會報告、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) 代表委任表格。

**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 for receiving email notification.

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之銀行、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」），並向閣下之中介公司提供閣下之電子郵件地址，以收取電郵通知。

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 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 / Printer 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：

Signature(s): (Note 3)

簽名：(附註 3)

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

Contact telephone number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- 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。
- Please complete all your details clearly. 請閣下清楚填妥所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在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。
- 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) 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，請將郵寄標籤貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。