



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)

22nd April 2020

Dear Shareholders,

**The Hong Kong and China Gas Company Limited (the “Company”)
– 2019 Annual Report, Circular and Proxy Form (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.

Please note that the Annual General Meeting of the Company will be held at Hall 3F (Harbour Road Entrance), Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong on Friday, 5th June 2020 at 12:00 noon.

For shareholders who have chosen or are deemed to have consented to receive Corporate Communications^(Note) by electronic means but for any reason you have difficulty in receiving or gaining access to the Corporate Communications, or if you want to receive another printed language version of the Current Corporate Communications other than that you have received (if applicable), the Company will promptly upon your request send you a printed version free of charge. Please make your request to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Share Registrar”), at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

Please also note that you are entitled to change your choice of language and/or means of receipt of the Company’s future Corporate Communications by giving reasonable notice in writing (not less than 7 days) or simply completing, signing and returning the Change Request Form on the reverse side to the Share Registrar, using the mailing label at the bottom of the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by email to towngas.ecom@computershare.com.hk.

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

Yours faithfully,
John Ho Hon-ming
Chief Financial Officer and Company Secretary

Note: 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.

各位股東：

**香港中華煤氣有限公司（「本公司」）
– 2019 年年報、通函及代表委任表格（「本次公司通訊」）**

謹通知 閣下本公司之本次公司通訊的中、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的印刷本(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。

本公司之股東週年大會將於 2020 年 6 月 5 日(星期五)中午 12 時正假座香港灣仔博覽道一號香港會議展覽中心展覽廳 3F (港灣道入口)舉行。

至於已選擇或被視為已選擇收取公司通訊^(附註) 電子版本之股東, 如因任何理由在收取或瀏覽該等文件上遇到困難, 或 閣下欲收取本次公司通訊文件之另一語言印刷本(如適用), 本公司將於收到 閣下之要求後, 迅即向 閣下免費寄發一份印刷本。請把 閣下之要求寄回本公司股份登記處「香港中央證券登記有限公司」(「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。

閣下有權更改選擇收取本公司之日後公司通訊的語言版本及/或收取方式。閣下可在給予合理時間下(不少於7日)發出書面通知或填妥、簽署及交回本函背面之更改回條, 並使用附載於更改回條底部之郵寄標籤寄回股份登記處(如在香港投寄, 毋須貼上郵票; 否則, 請貼上適當的郵票)或透過電郵發送至 towngas.ecom@computershare.com.hk。

如 閣下對上述內容有任何疑問, 請於辦公時間內(星期一至五(公眾假期除外)上午9時正至下午6時正)致電本公司查詢熱線(852) 2862 8555。

首席財務總裁暨公司秘書
何漢明 謹啟

2020 年 4 月 22 日

附註: 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。

HCGH-22042020-1(7)

Change Request Form 更改回條

To: **The Hong Kong and China Gas Company Limited (the “Company”)**
(Stock Code: 3)
c/o Computershare Hong Kong Investor Services Limited
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
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We would like to receive all future corporate communications* of the Company (“Corporate Communications”) in the manner as indicated below:
本人／吾等欲以下列方式收取 貴公司之所有日後公司通訊* (「公司通訊」):

(Please mark (X) in **ONLY ONE** 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 Corporate Communications published on the Company’s website in place of receiving printed copies; and receive a notification letter of the publication of Corporate Communications on the Company’s website; **OR**
瀏覽在本公司網站發出公司通訊之**網上版本**, 以代替收取印刷本, 並收取公司通訊已在本公司網站刊發的通知函; 或
- ☐ to receive the **printed English version** of Corporate Communications ONLY; **OR**
僅收取公司通訊之**英文印刷本**; 或
- ☐ to receive the **printed Chinese version** of Corporate Communications ONLY; **OR**
僅收取公司通訊之**中文印刷本**; 或
- ☐ to receive both **printed English and Chinese versions** of Corporate Communications.
同時收取公司通訊之**中文及英文印刷本**。

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)

Registered address of shareholder(s)

股東的登記地址

Contact telephone number

聯絡電話號碼

Signature(s)

簽署

[#] 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更改回條, 請必須填上有關資料。

Notes 附註:

- Please complete all your details clearly.
請 閣下清楚填寫所有資料。
- 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, 則本更改回條須由該名於本公司股東名冊上就聯名持有股份之其姓名位列首位的股東簽署, 方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本更改回條作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本更改回條將會作廢。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing (not less than 7 days) to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Share Registrar”), at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to towngas.ecom@computershare.com.hk.
上述指示適用於寄發予本公司股東之所有日後公司通訊, 直至 閣下發出合理時間(不少於 7 日)的書面通知予本公司股份登記處「香港中央證券登記有限公司」(「股份登記處」), 地址為香港灣仔皇后大道東 183 號合和中心 17M 樓或以電郵發送至 towngas.ecom@computershare.com.hk 另作選擇為止。
- Shareholders are entitled to change the choice of language and means of receipt of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Share Registrar (at the above address) or by email to towngas.ecom@computershare.com.hk.
股東有權隨時發出合理時間(不少於 7 日)的書面通知予股份登記處(地址如上)或以電郵發送至 towngas.ecom@computershare.com.hk, 要求更改有關公司通訊的語言版本及收取方式。
- For the avoidance of doubt, we do not accept any special instructions written on this change request form.
為免存疑, 任何在本更改回條上的額外手寫指示, 本公司將不予處理。

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

- “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」之涵義。
- 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.
閣下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 閣下之指示。
- 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, and retained for such period as may be necessary for verification and record purposes.
本公司可就任何所說明之用途, 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記錄用途。
- 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 and sent to the Personal Data Privacy Officer of the Share Registrar by post or by email to hkinfo@computershare.com.hk.
閣下有權根據《私隱條例》之條文查閱及/或修改 閣下個人資料。任何該等查閱及/或修改 閣下之個人資料之要求均須以書面方式郵寄至股份登記處之個人資料私隱主任或電郵至 hkinfo@computershare.com.hk。

This form is made in English and Chinese. In case of any inconsistency, the English version shall prevail.

本更改回條以中文及英文發出。中、英文版本內容如有任何不相符, 概以英文版本為準。

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 out the mailing label and stick it on an envelope to return this Change Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

閣下寄回本更改回條時, 請將郵寄標籤剪貼於信封上。

如在本港投寄, 毋須貼上郵票。

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

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