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)

20th April 2017

Dear Non-registered Holders [Note],

The Hong Kong and China Gas Company Limited (the "Company")
– 2016 Annual Report and Circular (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. 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 Meeting Room N101 (Expo Drive Entrance), Hong Kong Convention and Exhibition Centre, Wanchai, Hong Kong on Wednesday, 7th June 2017 at 12:00 noon.

If you want to receive the printed version(s) of the Current Corporate Communications, please mark (**X**) in the appropriate box on the request form on the reverse side, sign and return 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 by using the mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The request form may also be downloaded from the Company's website at www.towngas.com or the HKEXnews' website at www.hkexnews.hk.

Yours faithfully,
JOHN H.M. HO
Chief Financial Officer and Company Secretary

Note: 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 request form on the reverse side.

各位非登記持有人[附註]:

香港中華煤氣有限公司 (「本公司」)
– 2016 年年報及通函 (「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。 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 2017 年 6 月 7 日(星期三)中午 12 時正假座香港灣仔香港會議展覽中心會議室 N101 室(博覽道入口)舉行。

如 閣下欲收取本次公司通訊之印刷本，請 閣下在本函背面之申請表格上適當的空格內劃上「**X**」號及簽署，並使用隨附之郵寄標籤寄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 (如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。申請表格亦可於本公司網站(www.towngas.com)或香港交易所披露易網站(www.hkexnews.hk)內下載。

首席財務總裁暨公司秘書
何漢明 謹啟

2017 年 4 月 20 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的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到本公司的公司通訊)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申請表格。

HCGH-20042017-1(0)

Request Form 申請表格

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 the 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 receive the **printed English version** of all Corporate Communications ONLY; **OR**
僅收取所有公司通訊之**英文印刷本**；**或**

☐ to receive the **printed Chinese version** of all Corporate Communications ONLY; **OR**
僅收取所有公司通訊之**中文印刷本**；**或**

☐ to receive both **printed English and Chinese versions** of all Corporate Communications.
同時收取所有公司通訊之**中文及英文印刷本**。

Name(s) of non-registered holder(s)#
非登記持有人姓名#

Date
日期

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

Registered address of non-registered holder(s)
非登記持有人的登記地址

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 request form from the Company's website.
假如　閣下從本公司網站下載本申請表格，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. 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).
   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的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊)發出。
3. 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. The above instruction will apply to the Corporate Communications to be sent to you until you notify to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar") to the contrary or unless you have at any time ceased to have holdings in the Company.
   上述指示適用於發送予　閣下之所有公司通訊，直至　閣下通知本公司股份登記處「香港中央證券登記有限公司」(「股份登記處」)另外之安排或任何時候停止持有本公司的股份。
5. For the avoidance of doubt, we do not accept any other instruction given on this request form.
   為免存疑，任何在本申請表格上的額外指示，本公司將不予處理。

HCGH-20042017-1(0)

**Corporate Communications include but not limited to (a) the directors' report and annual accounts together with a copy of the auditor's 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.*
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。

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.
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　閣下之指示。

(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, 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。

(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 and sent to the Personal Data Privacy Officer of Computershare 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.
本表格以中文及英文發出。中、英文版本內容如有任何不相符，概以英文版本為準。

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閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope to return this request form to us.

No postage stamp necessary if posted in Hong Kong.

郵寄標籤 MAILING LABEL

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong

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