



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)
(Stock Code: 3)

Personal Identification Number

21st April 2022

Dear Shareholders,

2022 Annual General Meeting (“AGM”)

The AGM of The Hong Kong and China Gas Company Limited (the “Company”) will be held at 18th Floor, Harbour East, 218 Electric Road, North Point, Hong Kong on Monday, 6th June 2022 at 12:00 noon.

Shareholders not attending the AGM in person may view a live online webcast of the AGM proceedings at <https://meetings.computershare.com/towngasagm2022> (“Webcast Link”). The live online webcast will be opened for Shareholders to log in approximately 30 minutes prior to the commencement of the AGM and can be accessed from any location with access to the internet with a smart phone, tablet device or computer. Please however note that according to the articles of association of the Company, Shareholders joining the live online webcast will not be counted towards a quorum and will not be able to cast their vote online.

TO ACCESS THE LIVE ONLINE WEBCAST, PLEASE VISIT THE WEBCAST LINK AND ENTER THE DESIGNATED DISTINCTIVE USERNAME AND PASSWORD BELOW:



Username: your 10-digit shareholder reference number starting with “C” (“SRN”) printed under the barcode on the top right corner of this letter

Password: the five-digit Personal Identification Number (“PIN”) below the SRN

Please keep the SRN and PIN in safe custody for use on the day of the AGM and do not disclose it to any other person. The live online webcast will be opened for Shareholders to log in approximately 30 minutes prior to the commencement of the AGM.

In view of the evolving COVID-19 pandemic situation in Hong Kong, the Company may be required to change the AGM arrangements at short notice. Shareholders should constantly visit the Company’s website at www.towngas.com for future announcements and updates on the AGM arrangements. **For the health and safety of Shareholders, the Company encourages Shareholders, instead of attending the AGM in person, to appoint the Chairman of the AGM as their proxy to vote on the relevant resolutions at the AGM, by completing and returning the form of proxy in accordance with the instructions printed thereon.**

If Shareholders have any questions relating to the AGM arrangements, please contact Computershare Hong Kong Investor Services Limited, the Company’s share registrar, as follows:

Computershare Hong Kong Investor Services Limited
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Yours faithfully,
John Ho Hon-ming
*Executive Director, Chief Financial Officer and
Company Secretary*