



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)

22 April 2016

Dear Shareholders,

### **Election of Language and Means of Receipt of Corporate Communications**

We are pleased to enclose the English and Chinese versions of the (i) 2015 Annual Report; (ii) Circular; and (iii) Proxy Form of The Hong Kong and China Gas Company Limited (the "Company").

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 Tuesday, 7 June 2016 at 12:00 noon.

Pursuant to the Companies Ordinance, the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and/or the Company's Articles of Association, the Company will make available the following options for you to elect for receipt of future corporate communications of the Company ("Corporate Communications"), which mean any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's 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, in the following manners:

- (1) to read future Corporate Communications published on the Company's website at [www.towngas.com](http://www.towngas.com) ("Website Version") in place of receiving printed copies, and receive a notification letter of the publication of the Corporate Communications on the Company's website; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both printed English and Chinese versions of all future Corporate Communications.

For the protection of the environment and the saving of printing and mailing costs, the Company recommends you to select the Website Version of Corporate Communications. To make your election, please mark (X) in the appropriate box on the reply form on the reverse side, sign and return it by post or hand delivery 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. If you post it in Hong Kong, you may use the mailing label in the reply form and need not affix a stamp when returning your reply form. Otherwise, please affix an appropriate stamp.

**If the Company does not receive the duly completed and signed reply form or a response indicating the objection from you on or before 23 May 2016, you are deemed, until you inform the Share Registrar otherwise by reasonable notice in writing (not less than 7 days) at the above address or by email to [towngas.ecom@computershare.com.hk](mailto:towngas.ecom@computershare.com.hk), to have consented to receive all Corporate Communications in Website Version only, and a notification letter of the publication of the Corporate Communications on the Company's website will be sent to you.**

You have the right 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](mailto:towngas.ecom@computershare.com.hk) to change your choice of language and means of receipt of the Corporate Communications. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, the Company will promptly upon receipt of your written request send the Corporate Communications to you in printed form free of charge.

Please note that (a) both printed English and Chinese versions of all future Corporate Communications will be available from the Company or the Share Registrar upon request; and (b) the same will also be available on the Company's website at [www.towngas.com](http://www.towngas.com) and the HKExnews' website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have any queries relating to this letter, 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 H.M. HO**

*Chief Financial Officer and Company Secretary*

**HCGH-22042016-1(7)**

## Reply Form

**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

I/We would like to receive all future corporate communications\* of the Company ("Corporate Communications") in the manner as indicated below: (Please mark (X) in **ONLY ONE** of the following boxes)

- 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**
- to receive the **printed English version** of Corporate Communications **ONLY**; **OR**
- to receive the **printed Chinese version** of Corporate Communications **ONLY**; **OR**
- to receive both **printed English and Chinese versions** of Corporate Communications.

**Name(s) of shareholder(s)<sup>#</sup>**

(Please use **ENGLISH BLOCK LETTERS**)

**Date**

**Registered address of shareholder(s)**

**Contact telephone number**

**Signature(s)**

<sup>#</sup> You are required to fill in the details if you download this reply form from the Company's website.

**Notes :**

1. Please complete all your details clearly.
2. If the Company does not receive this reply form or receive a response indicating the objection from you on or before 23 May 2016, you are deemed to have consented to receive the website version of the Corporate Communications only. All future Corporate Communications will be sent out in the manner specified in the Company's letter dated 22 April 2016 and we will send you a notification letter of the publication of the Corporate Communications on the Company's website.
3. By selection to read the website version of the Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
4. 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 reply form in order to be valid.
5. 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.
6. 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.
7. For the avoidance of doubt, we do not accept any special instructions written on this reply form.

\* 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.

### PERSONAL INFORMATION COLLECTION STATEMENT

- (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").
- (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.
- (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.
- (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 the Share Registrar by post or by email to hkinfo@computershare.com.hk.

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



Please cut the mailing label and stick this on the envelope  
to return this reply form to us.  
**No postage stamp necessary if posted in Hong Kong.**

### 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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