



The Hong Kong and China Gas Company Limited

(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)

HCGH

Change Request Form 更改表格

Registered shareholders may at any time change the choice of language and/or means of receipt of Corporate Communications* of The Hong Kong and China Gas Company Limited (the “Company”) by completing this Change Request Form and returning it to the share registrar of the Company, Computershare Hong Kong Investor Services Limited (the “Share Registrar”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong by post using the postage-prepaid mailing label provided below or by email at towngas.ecom@computershare.com.hk.

如登記股東欲更改選擇收取香港中華煤氣有限公司(「本公司」)公司通訊*之語言版本及／或收取方式，可隨時透過填妥本更改表格，並使用以下提供之已預付郵費之郵寄標籤將表格寄回本公司之股份登記處「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，或以電郵方式發送至 towngas.ecom@computershare.com.hk。

Option 1: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* of the Company (including Actionable Corporate Communications**) via electronic dissemination.

選項 1: 本人／吾等現以書面方式提供本人／吾等之電郵地址，以收取本公司通過電子方式發布之日後公司通訊^{*}（包括可供採取行動之公司通訊^{**}）。

Figure 11.11 重組計算 (Note 附註 3)

Email address 電郵地址:

[illegible]

Option 2 : I/we hereby request for receipt of Corporate Communications* (including Actionable Corporate Communications**) in printed form in the following language version: (Please mark “✓” in the box below if applicable) ^(Notes 5 & 7)

選項 2: 本人／吾等現要求收取下列語言版本之公司通訊^{*}(包括可供採取行動之公司通訊^{**})印刷本:(如適用,請在以下方格內劃上「✓」號)^(附註 5 及 7)

☐ Printed English version 英文印刷本 / ☐ Printed Chinese version 中文印刷本 / ☐ Printed English and Chinese versions 中文及英文印刷本

Name of securities holder(s) :

證券持有人姓名：

Signature(s) (Note 1):

簽名^(附註1)：

Date:

日期：

Address of securities holder(s): (Note 1)

證券持有人地址^(附註 1)：

Contact telephone number:

聯絡電話號碼：

Notes 附註：

1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Change Request Form in order to be valid. The address of the securities holder(s) stated in this Change Request Form must be the same as that registered with the Share Registrar. 請清楚填妥 閣下之所有資料。如屬聯名股東，則本更改表格須由所有聯名股東聯合簽署，方為有效。本更改表格內填寫之證券持有人地址必須為與證券持有人於股份登記處登記之地址相同。
 2. Any Change Request Form with no indicated choice or no signature or otherwise incorrectly completed will be void. 任何更改表格若未有作出選擇或未有簽署或在其他方面填寫不正確，則本更改表格將會作廢。
 3. If the Company does not receive a valid and functional email address, you will be unable to receive email notifications regarding the publication of Corporate Communications* on the Company's website. 如本公司並未收到 閣下之有效且可用電郵地址，閣下將無法收到在本公司網站上發布有關公司通訊*之電郵通知。
 4. If you provide more than one email address by email, this Change Request Form and/or other means, only the latest email address provided will be registered. 如 閣下通過電郵、本更改表格及/或其他方式提供多於一個電郵地址，只有 閣下最後提供之電郵地址將會被用作登記。
 5. If you mark "✓" in the box in Option 2, no email address will be registered and only Corporate Communications* in printed form will be received. The Company is committed to its sustainability initiatives and printed copies of Environmental, Social and Governance Reports will not be provided unless specific request in writing is made to the Share Registrar prior to its publication. 如 閣下在選項 2 方格內劃上「✓」號，將不會有電郵地址被登記，並只會收取公司通訊*之印刷本。本公司致力促進可持續發展；除非 閣下於刊發前以書面方式向股份登記處提出具體要求，否則不會提供環境、社會及管治報告之印刷本。
 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Change Request Form. 為免存疑，在本更改表格上之任何額外指示，本公司將不予處理。
 7. This request for printed copy will cease to be valid after one year, or such shorter period if this request is revoked in writing by you, or superseded by a subsequent written request by you, prior to the expiry date of this request. Please note that you must complete, sign and return a fresh Change Request Form, if you wish to continue to receive Corporate Communications* (including Actionable Corporate Communications**) in printed form after the expiry of this request. 本收取印刷本之要求將於一年後失效，或倘於本要求失效日期前，閣下書面撤回本要求或提出後續書面要求取代本要求，本要求將於較短時間內失效。謹請注意，如欲於本要求失效後繼續收取公司通訊*（包括可供採取行動之公司通訊**）印刷本，閣下必須填妥、簽署並交回一份新更改表格。
- * 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 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.
- 除非另有註明，公司通訊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予以發布之任何文件，包括但不限於 (a) 董事會報告、年度帳目連同審計報告副本；以及（如適用）財務摘要報告；(b) 中期報告及（如適用）中期報告摘要；(c) 會議通知；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。
- ** Actionable Corporate Communications refer to any corporate communication that seeks instructions from the securities holders of the Company on how they wish to exercise their rights or make an election as the securities holder of the Company.
- 可供採取行動之公司通訊指任何涉及要求本公司之證券持有人指示其擬如何行使其有關證券持有人之權利或作出選擇之公司通訊。

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 Change Request Form will be used in connection with, including but not limited to, the Company’s electronic dissemination of Corporate Communications and other information to you and your managers relating to your securities 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 follow our instructions and/or request as stated in this Change Request Form. 閣下於本更改表格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⁸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更改表格上所述之指示及/或要求。
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, 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、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, 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)向其香港私隱主任提出,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

st No. 簡便回郵號
Hong Kong 香港

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

No postage is necessary if posted in Hong Kong.

當閣下寄回此更改表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄，閣下無需貼上郵票。