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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)

Request Form 申請表格

Non-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 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 to towngas.ecom@computershare.com.hk.

如非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,可隨時透過填妥本申請表格,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。

As a non-registered shareholder, if you wish to receive of notifications of publication of Corporate Communications* of the Company on the Company's website at www.towngas.com or the HKEXnews website at www.hkexnews.hk, and you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東,如有意收取於本公司網站 www.towngas.com 或香港交易所披露易網站 www.hkexnews.hk 上刊發公司通訊*之通知,閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」),並向閣下的中介公司提供閣下的電子郵件地址。

Request for Corporate Communications* in printed form / 要求收取公司通訊*印刷本

(Please mark "✓" in the box below if applicable) (如適用,請在以下方格內劃上「✓」號) (Note 附註 5)

☐ 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 non-registered shareholder(s):

非登記股東姓名:

Signature(s):

簽名:

Contact telephone number:

聯絡電話號碼:

Date:

日期:

Notes 附註:

- This Request Form is for use by non-registered shareholder(s) ("Non-registered shareholder" 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 that such person or company wishes to receive Corporate Communications*). 此申請表格乃向本公司之非登記股東(「非登記股東」指股份存放於中央結算及交收系統之人士或公司,並已透過香港中央結算有限公司不時向本公司發出通知,表示欲收取公司通訊*)使用。
 - Please complete all your details clearly. 請閣下清楚填寫所有資料。
 - Any Request Form with no box marked "✓", with no signature or otherwise incorrectly completed will be void. 任何申請表格若未有在方格內劃上「✓」號,或未有簽署,或在其他方面填寫不正確,則本表格將會作廢。
 - For the avoidance of doubt, the Company does not accept any other instructions given on this Request Form. 為免存疑,在本申請表格上之任何額外指示,本公司將不予處理。
 - 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 Request Form, if you wish to continue to receive Corporate Communications* in printed form after the expiry of this request. 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. 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*印刷本,閣下必須填妥、簽署並交回一份新申請表格。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。
- * Unless otherwise specified, Corporate Communications means 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, 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.
- 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、其年度賬目連同審計報告副本;以及(如適用)其財務摘要報告; (b) 中期報告及(如適用)其中期報告摘要; (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

- "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。
- Your Personal Data provided in this Request Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications* and to liaise with you on other matters 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 process your instructions and/or request as stated in this Request Form. 閣下於本申請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*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申請表格上所述之指示及/或要求。
- 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。
- 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 to 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)向其香港隱私主任提出,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
Freepost No. 簡便回郵號碼: 37
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。