



GCL-POLY ENERGY HOLDINGS LIMITED

保利協鑫能源控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock code: 3800)

17 April 2018

Dear Non-Registered Holder of Securities of the Company

Notification of publication of 2017 annual report and circular on the Company's website

We hereby notify you that the following corporate communication (the "Corporate Communications") of GCL-Poly Energy Holdings Limited (the "Company"), in both English and Chinese, is now available on the Company's website at www.gcl-poly.com.hk:

- (1) 2017 Annual Report; and
- (2) Circular dated 17 April 2018 relating to proposed general mandates to issue and repurchase shares, re-election of director and notice of annual general meeting.

You may access the Corporate Communications under the Investors section of the Company's website and can be viewed by clicking the cover of the 2017 Annual Report under the Financial Reports section and the Announcements/Circulars section for the Circular.

No action is required to take if you have already selected your choice of receiving all the future corporate communications* before. If you have not make any selection of choice for future corporate communications before and you wish to receive a printed copy of the Corporate Communications or a change of language of printed version selected before, you can complete the enclosed Request Form and return it to the Company's branch registrar in Hong Kong, Tricor Investor Services Limited by post using the mailing label provided. The printed copy of the Corporate Communications will be sent to you free of charge upon receipt of your request.

Please note that by completing and returning the Request Form to request for the printed copy of the Corporate Communication, you will expressly indicate that you prefer to receive all future corporate communications of the Company in printed form and in the language selected.

Should you have any queries relating to this notification, please contact Customer Service Hotline of Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,

For and on behalf of

GCL-Poly Energy Holdings Limited

Zhu Gongshan

Chairman

Encl.

Note: * Corporate communications refer to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.

Request Form

To: GCL-Poly Energy Holdings Limited (the “Company”)
c/o Tricor Investor Services Limited
22/F., Hopewell Centre
183 Queen’s Road East, Hong Kong

I/We would like to receive the printed copy of the following and all future Corporate Communication^(Note 1) of the Company^(Note 2):

2017 Annual Report and all future Corporate Communication

(Please tick **ONLY ONE** box)

- Printed English version only.
- Printed Chinese version only.
- Both printed English and Chinese versions.

Circular (in both English and Chinese versions)

- Circular dated 17 April 2018 relating to proposed general mandates to issue and repurchase shares, re-election of directors and notice of annual general meeting

Signature: _____ Date: _____

Name: _____ (English) _____ (Chinese)
(in block letters)

Contact Phone
Number: _____

Notes:

1. Corporate Communication refer to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.
2. By completing and returning this Request Form to request for the printed copy of the Corporate Communication, you have expressly indicated that you prefer to receive all future Corporate Communication of the Company in printed form and in the language selected above.

PERSONAL INFORMATION COLLECTION STATEMENT

- (a) “Personal Data” in these statements has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).
- (b) Your supply of Personal Data to the Company is on a voluntary basis. Failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this form.
- (c) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar and transfer office in Hong Kong, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for our verification and record purposes.
- (d) 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 to the Privacy Compliance Officer of Tricor Investor Services Limited at 22/F., Hopewell Centre, 183 Queen’s Road East, Hong Kong.

(Please cut along the dotted line 請沿虛線剪下)

Mailing Label

Please cut the mailing label and stick this on an envelope to
return the Request Form to us.
No postage or stamp is required for local mailing

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No. 簡便回郵號碼: 37
Hong Kong 香港