



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 Shareholder

**Letter to existing shareholders —
Corporate Communications of GCL-Poly Energy Holdings Limited (the “Company”)**

We are pleased to enclose the following corporate communications (the “Corporate Communications”) of the Company for your attention:

- 2017 Annual Report;
- Circular dated 17 April 2018 for proposed general mandates to issue and repurchase shares, re-election of directors and notice of annual general meeting (“AGM”); and
- Form of Proxy for use at AGM.

Shareholders who have selected to receive either the English or the Chinese version of the Corporate Communications may request a copy in the other language by completing and returning the enclosed Request for Change Form to the Hong Kong Branch Share Registrar of the Company, Tricor Investor Services Limited at 22/F., Hopewell Centre, 183 Queen’s Road East, Hong Kong (the “Registrar”), using the mailing label provided. Furthermore, you are entitled at any time to change your choice of the means of receipt (either in printed form or via the Company’s website) and/or language(s) (either English only or Chinese only or both languages) of Corporate Communications by notice in writing to the Registrar at the above address or by sending an email to the Company at gcl@gcl-poly.com.hk. Such request can also be sent to us by completing and returning the enclosed Request for Change Form to the Registrar.

Shareholders should receive both English and Chinese versions of the Circular dated 17 April 2018 and the Form of Proxy for use at AGM since both languages are bound together into one document.

The Corporate Communications in both English and Chinese are available on the Company’s website at www.gcl-poly.com.hk in an accessible format and have been submitted to The Stock Exchange of Hong Kong Limited for publication on its website at www.hkexnews.hk. **We encourage you to take advantage of receiving Corporate Communications via the Company’s website and notification of publication of Corporate Communications by email as this means you do not have to receive any printed material at all. This electronic approach is a more convenient and environmental friendly method of communication and save printing and postage costs for the Company.**

Should you have any queries relating to this letter, please contact us by calling the Registrar, Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,
For and on behalf of
GCL-Poly Energy Holdings Limited
Zhu Gongshan
Chairman

Encl.

Request for Change 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

Part A — In case you have selected to receive Corporate Communications^(Note 2) either in English or Chinese only and request to receive another printed language version of such Corporate Communications referred to in the letter to shareholder dated 17 April 2018; OR

In case you have selected to receive Corporate Communications via the Company’s website at www.gcl-poly.com.hk (the “Company Website”) and request to receive printed copy of such Corporate Communications referred to in the notification of publication of Corporate Communications dated 17 April 2018

(Please tick **ONLY ONE** box)

- To request for the **printed English version** of the current Corporate Communications.
- To request for the **printed Chinese version** of the current Corporate Communications.
- To request for both **printed English and Chinese versions** of the current Corporate Communications.

Part B — In case you would like to change your choice of the means of receipt and/or language(s) of all future Corporate Communications

(Please tick **ONLY ONE** box)

- (i) To receive Corporate Communications via the **Company Website** and the **notification of publication of Corporate Communications** (the “Notification”) **through my/our email address.**^(Note 3)
- (ii) To receive Corporate Communications via the **Company Website** and the **Notification in printed form.**
- (iii) To receive the **printed English version**^(Note 4) of the Corporate Communications.
- (iv) To receive the **printed Chinese version**^(Note 4) of the Corporate Communications.
- (v) To receive both the **printed English and Chinese versions**^(Note 4) of the Corporate Communications.

Signature^(Note 5): _____ Date: _____

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

Registered Address: _____
(in block English)

Email Address^(Note 3): _____

Contact Phone Number: _____

Notes:

1. Please complete your choice of the means of receipt and/or language(s) of Corporate Communications and all your details clearly.
2. Corporate Communications refer to any documents issued or to be issued by the Company for information or action of shareholders of the Company, including but not limited to annual report, interim report, notice of meeting, listing document, circular and form of proxy.
3. Please provide your email address if you wish to receive the Notification via email. If no email address is provided, a printed copy of the Notification will be sent to you by post when Corporate Communication(s) is/are posted on the Company Website.
4. The Company will send the selected language version(s) of the Corporate Communication(s) to you unless and until you notify the Company that you wish to receive such Corporate Communication(s) in the other (or both) language(s) or to change your choice of the means of receipt of Corporate Communications.
5. 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 holdings should sign this Request for Change Form in order for it to be valid.
6. You are entitled at any time to change your choice of the means of receipt (either in printed form or via the Company Website) and/or language(s) (either English only or Chinese only or both languages) of Corporate Communications by notice in writing to the Hong Kong Branch Share Registrar of the Company, Tricor Investor Services Limited at 22/F., Hopewell Centre, 183 Queen’s Road East, Hong Kong or by sending an email to the Company at gcl@gcl-poly.com.hk.
7. This Request for Change Form with no box ticked, with more than one box ticked under Part B, or otherwise incorrectly completed will be void at the discretion of the Company.

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 for Change 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