



# 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

To the Shareholders

Dear Sir/Madam,

### Letter to new shareholders — Election of Means and Language of Receipt of Corporate Communications

For environmental protection and saving of printing and mailing costs, Corporate Communications<sup>Note</sup> of GCL-Poly Energy Holdings Limited (the “Company”) are provided to shareholders of the Company according to their choices of language and means of receipt of the Corporate Communications. We are sending this letter to ascertain your choice relating to receiving Corporate Communications in accordance with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

You may choose either:

- (1) to rely on copies of Corporate Communications published on the Company’s website (“Website Version”) in place of receiving printed copies thereof; or
- (2) to receive (a) a printed English version only; or (b) a printed Chinese version only; or (c) both printed English and Chinese versions of any Corporate Communications of the Company prepared in separate English and Chinese versions.

In order to save cost for the benefit of the Company and the Shareholders as a whole and for the sake of environmental protection, we encourage you to take advantage of receiving the Website Version. Even if you have chosen the Website Version, you would still have the right to change your choice of means and/or language at any time by reasonable notice in writing to the Company or the Company’s Hong Kong Branch Share Registrar by post or by email to the Company at [gcl@gcl-poly.com.hk](mailto:gcl@gcl-poly.com.hk) and if you, for any reason, have difficulty in viewing the Website Version or gaining access to the Company’s website, upon your reasonable request in writing, the printed version of the Corporate Communications will promptly be sent to you free of charge.

Please indicate your choice by ticking the appropriate box in the enclosed Reply Form, signing and returning the same to the Company’s Hong Kong Branch Share Registrar, Tricor Investor Services Limited (“Share Registrar”) at 22nd Floor, Hopewell Centre, 183 Queen’s Road East, Hong Kong.

If we do not receive the Reply Form from you by 16 May 2018 and until you inform us by reasonable notice in writing, you will be DEEMED to have agreed to receive Corporate Communications via the Company’s website henceforth and a copy of a notification letter of the publication thereof will be sent to you by post when such Corporate Communication(s) is/are posted on the Company’s website.

Please note that: (a) both the printed English and Chinese versions of Corporate Communications will always be available from the Company or the Share Registrar on request; and (b) the Corporate Communications in English and Chinese will be available from the date of despatch on the Company’s website at [www.gcl-poly.com.hk](http://www.gcl-poly.com.hk).

Should you have any queries relating to this letter, please call the hotline of the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,

For and on behalf of

**GCL-Poly Energy Holdings Limited**

**Zhu Gongshan**

*Chairman*

Encl.

*Note:*

Corporate Communications include any document to be issued by us for your information or action, including but not limited to:

- (a) the directors’ report, annual accounts together with auditor’s report and, where applicable, summary financial report;
- (b) the interim report;
- (c) a notice of meeting;
- (d) a listing document;
- (e) a circular; and
- (f) proxy form.

## Reply 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 Corporate Communications<sup>(Note 3)</sup> by the means as indicated below:

(Please tick **ONLY ONE** box of the following Options (a) to (e))

### Website Version Options

- (a) to rely on (i) copies of the Corporate Communications posted on the Company’s website (www.gcl-poly.com.hk) (the “Company Website”) in lieu of the receipt of printed copies of such documents; and (ii) to receive an **email notification** to my/our undernoted email address of the publication of the Corporate Communications on the Company’s website; **OR**
- (b) to rely on (i) copies of the Corporate Communications posted on the Company’s website in lieu of the receipt of printed copies of such documents; and (ii) to receive a **printed-form notification** sent to my/our address; **OR**

### Printed Version Options

- (c) to receive the **printed English version** of the Corporate Communications only; **OR**
- (d) to receive the **printed Chinese version** of the Corporate Communications only; **OR**
- (e) to receive both the **printed English and Chinese versions** of the Corporate Communications.

Signature<sup>(Note 5)</sup>:

Date:

Name:

(English)

(Chinese)

(in block letters)

Registered Address:

(in block English)

Email

Address<sup>(Note 3)</sup>:

Contact Phone Number:

### Notes:

- Please complete your choice of the means of receipt of Corporate Communications and all your details clearly. Any Reply Form that has not been completed clearly or otherwise incorrectly completed will be voided at the discretion of the Company.
- If you do not complete this Reply Form and return it to the Hong Kong Branch Share Registrar of the Company, Tricor Investor Services Limited by 16 May 2018, you will be DEEMED to have agreed to receive Corporate Communications via the Company Website henceforth and a copy of the notification letter will be sent to you by post when such Corporate Communication(s) is/are posted on the Company Website.
- Corporate Communications refer to any documents issued or to be issued by the Company for your information or action, including but not limited to (i) annual reports (including Directors’ Reports, annual accounts of the Company together with auditor’s reports and, if applicable, summary financial reports), (ii) interim reports (including, if applicable, summary interim reports), (iii) notices of meeting, (iv) listing documents, (v) circulars and (vi) proxy forms.
- If you have chosen Option (a), please provide your email address if you wish to receive the notification letter via email. If you have chosen or are deemed to have chosen Option (a), and if no email address is provided, a printed copy of the notification letter will be sent to you by post when Corporate Communications are posted on the Company Website.
- 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 Reply Form in order for it to be valid.
- You are entitled at any time to change your choice of the means of receipt of Corporate Communications (either in printed form or via the Company Website) by giving reasonable 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.

### 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