



GREENTOWN CHINA HOLDINGS LIMITED

綠城中國控股有限公司*

(於開曼群島註冊成立的有限公司)

(股票代碼：03900)

敬啟者：

有關日後公司通訊的指示

為支持環保及減省郵費及印刷成本，綠城中國控股有限公司（「本公司」）欲讓股東選擇：(i)透過本公司網站（www.greentownchina.com）或香港聯合交易所有限公司之網站上以電子形式瀏覽；或(ii)以只收取英文版或中文版或同時收取中、英文版印刷本之方式收取本公司之公司通訊^{附註}，以取代同時寄發中、英文版印刷本公司通訊予各股東之做法。

現謹奉函向股東確定選取本公司公司通訊的語言版本和收取方式。

請閣下於隨附表格選擇日後擬收取本公司公司通訊的：

- 印刷本；或
- 光盤；或
- 電子版本（透過本公司網站）。

如閣下選擇收取印刷本，請指定語言版本：

- 僅收取英文版；或
- 僅收取中文版；或
- 同時收取英文及中文版。

請閣下填妥表格，並於二零二零年十月二十二日或之前，將表格寄回本公司股份登記及過戶處香港中央證券登記有限公司。

倘於二零二零年十月二十二日或之前仍未收到回覆，本公司則會將有關公司通訊的中文印刷本寄予所有具有中文姓名並以香港地址（按在本公司股份登記及過戶處存置的股東名冊內所示的地址為準）登記的個人香港股東，並將英文印刷本寄予其餘之股東。

如閣下欲更改已選擇的語言版本及收取方式，可隨時填寫更改回條（該更改回條將連同日後的公司通訊一併寄予閣下，或可向本公司股份登記及過戶處索取）及交回予本公司股份登記及過戶處，費用全免。閣下亦可透過電郵發出以上通知，註明閣下的姓名，地址及要求，電郵地址為：GreentownChina.ecom@computershare.com.hk。

本公司或其股份登記及過戶處將應要求提供日後公司通訊的中英文版本，該等文件亦載於本公司網站（www.greentownchina.com）或香港聯合交易所有限公司之網站上。若閣下對本函件有任何疑問，請於上午九時至下午六時（星期一至星期五，公眾假期除外），致電本公司熱線(852) 2523 3138查詢。

聯席公司秘書

徐瑛
謹啟

二零二零年九月二十二日

附件：如文

^{附註}：「公司通訊」指本公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事局報告及年度賬目，連同核數師報告的副本及（倘適用）財務報告摘要；(b)中期報告；(c)會議通告；(d)通函；及(e)代表委任書。

*僅供識別

GTCH-22092020-1(0)



GREENTOWN CHINA HOLDINGS LIMITED

綠城中國控股有限公司*

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 03900)

22 September 2020

Dear Shareholder(s),

Instruction in relation to future Corporate Communications

For the protection of the environment and the saving of mailing and printing costs, instead of sending Corporate Communications ^{Note} to all Shareholders in printed form and in both English and Chinese, Greentown China Holdings Limited (the “Company”) intends to let Shareholders choose to receive the Company’s Corporate Communications (i) by electronic means through the Company’s website at www.greentownchina.com or the website of the Stock Exchange of Hong Kong Limited; or (ii) in printed form, in English or Chinese only, or in both English and Chinese.

The purpose of this letter is to ascertain Shareholders’ choice of language and means of receipt of the Company’s Corporate Communications.

Please indicate in the attached Form whether, in the future, you wish to receive the Company’s Corporate Communications:

- in printed form; or
- on CD-ROM; or
- by electronic means, through our website,

and, if in printed form, whether you wish to receive:

- the English version only; or
- the Chinese version only; or
- both the English and Chinese versions.

Please complete Form and return it to the Company’s Share Registrars, Computershare Hong Kong Investor Services Limited, on or before 22 October 2020.

If we do not receive your reply on or before 22 October 2020, we will send the printed Chinese version of future Corporate Communications to all Hong Kong Shareholders who are natural persons with a Chinese name using a Hong Kong address (based on the address appearing in the register of members of the Company maintained by the Company’s Share Registrars), and the printed English version to all other Shareholders.

You may change your choice of language or means of receipt at any time, free of charge, by completing and returning to the Company’s Share Registrars the change request form, a copy of which will be sent to you together with future Corporate Communications or can be obtained from the Company’s Share Registrars. Such notice may also be sent via email to GreentownChina.ecom@computershare.com.hk, specifying your name, address and request.

Both the English and the Chinese versions of future Corporate Communications will be available from the Company or its Share Registrars on request, and the same will also be available on the Company’s website at www.greentownchina.com or the website of the Stock Exchange of Hong Kong Limited. If you have any queries relating to this letter, please call our hotline on (852) 2523 3138 from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding public holidays).

Yours faithfully,

Xu Ying

Joint Company Secretary

Encl

Note: Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) the directors’ report and annual accounts together with a copy of the auditors’ report and, where applicable, a summary financial report; (b) the interim report; (c) a notice of meeting; (d) a circular; and (e) a proxy form.

* For identification purpose only

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