



## FLAT GLASS GROUP CO., LTD.

(a joint stock company incorporated in the People's Republic of China with limited liability)

Stock Code 6865

19 February 2024

Dear Non-registered Shareholder,

### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Stock Exchange") (the "Listing Rules") effective from 31 December 2023, Flat Glass Group Co., Ltd. (the "Company") has adopted new arrangement to disseminate corporate communications (the "Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except by request. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.flatgroup.com.cn](http://www.flatgroup.com.cn) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk) (the "Website Version") in place of printed copies.

**The Company will not send a notice of publication of the Website Version of Corporate Communications to its Shareholders. The Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites and access the Website Version of Corporate Communications by themselves.**

We encourage you to access Corporate Communications of the Company in electronic form on the Company's website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company's H share registrar (the "H Share Registrar"), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [6865-ecom@hk.tricorglobal.com](mailto:6865-ecom@hk.tricorglobal.com). Please note that the hardcopy request will be valid until expiry at the end of each financial year of the Company unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a non-registered shareholder prefers to continue receiving hard copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to [6865-ecom@hk.tricorglobal.com](mailto:6865-ecom@hk.tricorglobal.com).

Yours faithfully,  
By Order of the Board  
**Flat Glass Group Co., Ltd.**  
**Ruan Hongliang**  
Chairman

*Note: Non-Registered Holder 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 of the Company.*

*Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to, 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.*

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[www.flatgroup.com.cn](http://www.flatgroup.com.cn)

[www.hkexnews.hk](http://www.hkexnews.hk)

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[www.hkexnews.hk](http://www.hkexnews.hk)

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[ecom@hk.tricorglobal.com](mailto:ecom@hk.tricorglobal.com)

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[6865-ecom@hk.tricorglobal.com](mailto:6865-ecom@hk.tricorglobal.com)

(852) 2980 1333

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(b)

(c)

(d)

(e)

(f)

(a)

Non-registered Shareholder's information (English name and Address):

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**REQUEST FORM**

To: **Flat Glass Group Co., Ltd.**  
**(Stock Code: 6865) ( ) ( 6865) ( )**  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

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**REMINDER**

As a non-registered shareholder, if you wish to receive Corporate Communications pursuant to the Listing Rules, you should liaise with your bank(s), email address to your Intermediaries.

I/We would like to receive the future Corporate Communications in printed copy of the Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ English Contact Phone Number: \_\_\_\_\_

*in block letters*

Postal Address: \_\_\_\_\_  
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*Notes*

- 1. Non-Registered Shareholder(s) refers to a person or company whose shares in the Company are held in the Central Clearing and Settlement System.
- 2. "Corporate Communications" refer to any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' 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.
- 3. For the avoidance of doubt, we do not accept any other special instructions written on this Request Form for Non-Registered Shareholder(s).  
(b) (c) (d) (e) (f)
- 4. This request for printed copy of Corporate Communications will be valid unless being revoked or superseded or until expired at the end of each financial year of the Company (whichever is earlier). Further request in writing will be required if Shareholder prefers to continue receiving printed copy of future Corporate Communications.

**PERSONAL INFORMATION COLLECTION STATEMENT**

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address. Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

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By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

By email to: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

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[is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

Please cut the mailing label and stick it on an envelope to return this Request Form to us.  
No postage is necessary if posted in Hong Kong.

**Mailing Label**

**Tricor Investor Services Limited**

**Freepost No. 10 GPO**

**Hong Kong**