# Change Request Form 變更申請表格

To: **Hongkong Chinese Limited (the "Company")**
c/o Tricor Tengis Limited
26th Floor, Tesbury Centre,
28 Queen's Road East,
Wanchai, Hong Kong.

**致： 香港華人有限公司(「本公司」)**
卓佳登捷時有限公司轉交
香港灣仔
皇后大道東二十八號
金鐘匯中心二十六樓

**Election for future Corporate Communications: (Please "√" ONLY ONE box)**
**有關日後公司通訊之選擇：(請僅在一個空格內填上「√」號)**

I/We would like to change my/our choice of means of receipt and/or language of future Corporate Communications(Note 1) as indicated below:
本人／吾等擬按下文所示更改本人／吾等選擇日後公司通訊(附註1)之收取方式及／或語言版本：

☐ To access Corporate Communications by electronic means through the Company's website at www.hkchinese.com.hk (the "Electronic Version") instead of receiving printed version, and receive an email notification to my/our email address below or a notification letter mailed to my/our address on the same date when printed copies of the relevant Corporate Communications are mailed; or
透過於本公司網站www.hkchinese.com.hk以電子方式覽閱公司通訊(「電子版本」)，以代替收取印刷本，並於郵寄有關公司通訊印刷本當日向本人／吾等發出電郵通知(本人／吾等之電郵地址如下)或郵寄通知信函至本人／吾等之地址；或

My/Our email address:
本人／吾等之電郵地址：

(Please ensure information properly filled in for notification of publication of Corporate Communications.)
(請確保資料正確填寫以供通知發佈公司通訊之用。)

☐ To receive the printed English version ONLY; or **僅**收取英文版印刷本；或

☐ To receive the printed Chinese version ONLY; or **僅**收取中文版印刷本；或

☐ To receive both the printed English and Chinese versions. 同時收取英文及中文版印刷本。

Signature:
簽署：

Date:
日期：

Name:
姓名：

(English)
(英文)

*(in BLOCK LETTERS 請以正楷填寫)*

Contact Phone Number:
聯絡電話：

*Notes 附註：*

1. "Corporate Communications" refer to any documents issued or to be issued by the Company for information or action of holders of any of its securities, including but not limited to the directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.
「公司通訊」指由本公司發出或將予發出以供其任何證券之持有人參照或採取行動之任何文件，其中包括但不限於董事會報告及年度賬目(連同核數師報告)、中期業績報告、會議通告、上市文件、通函及代表委任表格。

2. Please complete this Change Request Form clearly. Any Change Request Form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
請清楚地填寫此變更申請表格。倘若並無填寫選擇、或沒有簽署、或所填寫之資料不正確，本變更申請表格將會作廢。

3. By selecting to read the Electronic Version of the Corporate Communications published on the Company's website in place of receiving printed versions, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
選擇覽閱在本公司網站發佈之公司通訊電子版本以代替收取印刷本後，代表 閣下表明同意放棄收取公司通訊印刷本之權利。

4. If your shares are held in joint names, the shareholder whose name stands first in the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid.
如屬聯名股東，則本變更申請表格需由在本公司股東名冊內就聯名持有之股份排名首位之股東簽署，方為有效。

5. The above instruction will apply to all future Corporate Communications to be sent to you by the Company until you inform us otherwise by reasonable notice in writing to the Company's Hong Kong Branch Share Registrars, Tricor Tengis Limited (the "Registrar"), at the address stated above or by email to hkchinese-ecom@hk.tricorglobal.com. For the avoidance of doubt, we do not accept any other instruction given on this Change Request Form.
上述指示將適用於日後本公司刊發之所有公司通訊，直至 閣下透過合理時限之書面通知或電郵至hkchinese-ecom@hk.tricorglobal.com通知本公司之香港股份過戶登記分處卓佳登捷時有限公司(「過戶登記處」)(地址見上文)更改 閣下之選擇。為免存疑，任何在本變更申請表格上之額外指示，將不予處理。

6. Shareholders of the Company are entitled to change their choice of means of receipt and/or language of the Company's Corporate Communications at any time by reasonable notice in writing to the Registrar.
本公司股東有權隨時向過戶登記處發出合理時限之書面通知，要求更改選擇本公司之公司通訊之收取方式及／或語言版本。

7. If you have any difficulty in receiving or gaining access to the Corporate Communications electronically for any reason, the Company or the Registrar will, upon your request, send the printed versions of the Corporate Communications to you free of charge as soon as possible.
倘 閣下礙於任何原因以致在使用電子方式收取或覽閱公司通訊時遇到困難，本公司或過戶登記處將在收到 閣下之要求後，盡快向 閣下發送公司通訊之印刷本，費用全免。

8. Shareholders who have elected the printed version in either English only or in Chinese only should note that in some instances, they will receive the printed version in both English and Chinese.
已選擇僅收取英文或僅收取中文印刷本之股東務請注意，在某些情況下，彼等將會同時收取英文及中文印刷本。

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

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

當 閣下寄回變更申請表格時，請將郵寄標籤剪貼於信封上。
**如在本港投寄， 閣下無需支付郵費或貼上郵票**

**Mailing Label 郵寄標籤**

**Tricor Tengis Limited**
**卓佳登捷時有限公司**
**Freepost No. 簡便回郵號碼：37**
**Hong Kong 香港**
**Hongkong Chinese Limited (655)**