



中國城建集團股份有限公司*
CHINA CITY CONSTRUCTION GROUP HOLDINGS LIMITED
(Incorporated in Bermuda with limited liability)
(Stock Code : 00711)

30 September 2016

To the shareholders
Dear Sir / Madam,

Election of Means of Receipt of Corporate Communications

In the interests of environmental conservation and to facilitate the efficient communication with you and as permitted under all applicable laws and regulations and the bye-laws of China City Construction Group Holdings Limited (the “**Company**”), we are writing to ascertain your preference on receiving future corporate communications ^(Note) of the Company (i) by electronic means through the Company’s website at www.cccghl.com (“**Electronic Means**”); or (ii) in printed forms in both English and Chinese (“**Printed Forms**”) by post.

Please complete the reply form (the “**Reply Form**”) on the reverse side and sign and return the same to the Hong Kong branch share registrar of the Company, Tricor Secretaries Limited (“**Branch Share Registrar**”) (i) by e-mail to cccghl-ecom@hk.tricorglobal.com (“**By Email**”); or (ii) by fax to (852) 2861-1465 (“**By Fax**”); or (iii) by post to Level 22, Hopewell Centre, 183 Queen’s Road East, Hong Kong (“**By Post**”) as soon as possible. You may use the mailing label at the bottom of the Reply Form and no postage stamp is necessary if posted within Hong Kong, otherwise, please affix an appropriate stamp.

Even if you have chosen to receive future corporate communications by Electronic Means or in Printed Forms, you are still entitled to change your preferred means of receipt of the corporate communications at any time, free of charge, by giving reasonable notice in writing to the Branch Share Registrar By Email, By Fax or By Post.

If you, for any reason, have difficulty in receiving or gaining access to the corporate communication(s) by Electronic Means, you may request the corporate communications in printed form, free of charge, by giving reasonable notice in writing to the Branch Share Registrar By Email, By Fax or By Post.

Both the English and Chinese versions of all future corporate communications will be available on the websites of the Company at www.cccghl.com and Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk respectively.

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

Yours faithfully,
For and on behalf of
China City Construction Group Holdings Limited
Xu Jianhua **Pang Yat Ting, Dominic**
Co-Chairman Co-Chairman

Note : “Corporate communication(s)” refers to any document(s) issued or to be issued by the Company for the information or action of the holders of any of the securities of the Company as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to (a) the directors’ report, 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 form of proxy.

敬啟者：

選擇收取公司通訊之方式

為支持環保和更有效促進與閣下之溝通，以及在符合所有適用法例和規則及中國城建集團股份有限公司（「**本公司**」）之公司細則的情況下，本函件旨在向閣下提供下述選擇，以確定閣下收取日後本公司發佈之公司通訊^(附註)之方式，即(i)透過本公司網站 www.cccghl.com 以電子方式收取（「**電子方式**」）；或(ii)以郵遞方式收取中文及英文印刷本（「**印刷本**」）。

請閣下填妥及簽署背頁的回覆表格（「**回覆表格**」），並盡快(i)電郵至 cccghl-ecom@hk.tricorglobal.com（「**電郵**」）；或(ii)傳真至(852) 2861-1465（「**傳真**」）；或(iii)郵遞至本公司之股份過戶登記處香港分處「卓佳秘書商務有限公司」（「**股份過戶登記分處**」），地址為香港皇后大道東183號合和中心22樓（「**郵寄**」）。倘若閣下於本港郵寄，可使用回覆表格下方之「郵寄標籤」而毋須貼上郵票，否則請貼上適當的郵票。

即使閣下已選擇以電子方式或印刷本收取日後發佈之公司通訊，閣下仍有權隨時透過電郵、傳真或郵寄方式向股份過戶登記分處發出適時之書面通知，免費更改閣下收取公司通訊之方式。

倘若閣下因任何理由，以電子方式收取或接收公司通訊時出現困難，閣下可透過電郵、傳真或郵寄方式向股份過戶登記分處發出適時之書面通知，索取公司通訊之印刷本，費用全免。

日後所有中文及英文公司通訊將分別登載於本公司之網站 www.cccghl.com 及香港交易及結算所有限公司之網站 www.hkexnews.hk。

如閣下對本函件有任何疑問，請於辦公時間上午9時至下午6時（星期一至星期五，香港公眾假期除外）致電股份過戶登記分處熱線（852）2980-1333查詢。

此致

列位股東 台照

代表
中國城建集團股份有限公司
聯席主席 聯席主席
徐建華 彭一庭
謹啟

2016年9月30日

附註：根據香港聯合交易所有限公司證券上市規則第1.01條，「公司通訊」指本公司發出或將予發出以供本公司任何證券的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、其年度賬目連同核數師報告之副本，以及（如適用）其財務摘要報告；(b)中期報告及（如適用）其中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及 (f)委任代表表格。

*僅供識別

Name(s) and address of shareholder(s) :
股東之姓名及地址 :

(You are required to fill in the name(s) and address if you download this form from website.)
(倘若閣下從網站下載本表格，請必須填上有關姓名及地址。)

Reply Form 回覆表格

(Please return By Email, By Fax or By Post 請以電郵、傳真或郵寄回覆)

To: Tricor Secretaries Limited
Level 22, Hopewell Centre,
183 Queen's Road East, Hong Kong

Fax No : (852) 2861-1465

Email Address : cccghl-ecom@hk.tricorglobal.com

致: 卓佳秘書商務有限公司

香港皇后大道東183號

合和中心22樓

傳真號碼 : (852) 2861-1465

電郵地址 : cccghl-ecom@hk.tricorglobal.com

Re : China City Construction Group Holdings Limited (the "Company") (Stock code : 00711)

有關: 中國城建集團股份有限公司 (「本公司」) (股份代號 : 00711)

I/We would like to receive future corporate communications as indicated below until further notice (please mark **ONLY ONE** (✓) of the following boxes) :
本人/我們欲以下列方式收取日後發佈之公司通訊，直至另行通知 (請從下列其中一個空格內劃上「✓」號) :

- by Electronic Means through the Company's website and receive written notifications by email to the email address below or by post; or
透過本公司網站以電子方式收取，並透過電郵至下述電郵地址或以郵遞方式收取通知函件；或

My/Our email address :

本人/我們之電郵址 :

(The email address is used for receiving written notifications only. 電郵地址僅用作收取通知函件。)

- in printed forms in both English and Chinese (by post).
同時收取中文及英文印刷本 (以郵遞方式)。

Signature(s) 簽署

Date 日期

*Capitalised terms used shall have the same meanings as those defined in the letter to the shareholders dated 30 September 2016.
所用之詞彙應與日期為2016年9月30日的致股東之函件中所界定者具有相同涵義。

Notes 附註

- Please complete this form clearly. Any Reply Form with no indicated choice, with no signature or otherwise incorrectly completed will be void at the discretion of the Company.
請清楚地填寫此回覆表格。倘若並無填寫選擇、沒有簽署或所填寫之資料不正確，本公司可酌情決定將此回覆表格作廢。
- If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the register of members of the Company should sign this form in order for it to be valid.
如任何股份以聯名方式持有，則所有聯名持有人或名列本公司股東名冊的首名聯名持有人須於此表格上簽署，方為有效。
- The above instruction will apply to future corporate communications to be sent to you until you inform us otherwise by giving reasonable notice in writing to change your preference.
上述指示將適用於日後向閣下發佈之公司通訊，直至閣下另行發出適時之書面通知更改閣下的選擇為止。
- For the avoidance of doubt, we do not accept any special instructions written on this form.
為免存疑，任何在此回覆表格上的額外書寫指示，將不予處理。
- If you have any query for completing this form, please call the dial-up hotline of Branch Share Registrar at (852) 2980-1333 during business hours from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).
如閣下對填寫此回覆表格有任何疑問，請於辦公時間上午9時至下午6時 (星期一至星期五、香港公眾假期除外) 致電股份過戶登記分處熱線(852) 2980-1333查詢。

寄回此回覆表格時，請將右列郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票，否則請貼上適當的郵票。

Please cut the mailing label on the right and stick it on an envelope to return this reply form to us.

No postage stamp is necessary if posted in Hong Kong,
otherwise, please affix an appropriate stamp.

郵寄標籤 MAILING LABEL

卓佳秘書商務有限公司
Tricor Secretaries Limited
簡便回郵號碼 Freepost No.37
香港 Hong Kong