



GUOTAI JUNAN INTERNATIONAL HOLDINGS LIMITED
(incorporated in Hong Kong with limited liability)
(Stock Code: 1788)

17 February 2017

Dear Shareholder,

Election of Language and Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and/or the Articles of Association of Guotai Junan International Holdings Limited (the “**Company**”), the Company will make available the following options for you to elect for receipt of Corporate Communications (the “**Corporate Communications**”) of the Company, which means any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, 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 proxy form, in the following manners:

- (1) to read Corporate Communications published on the Company’s website at www.gtja.com.hk (the “**Website Version**”) in place of receiving printed copies, and receive the Company’s printed notification of the publication of Corporate Communications on its website; or
- (2) to receive the printed English version of all Corporate Communications only; or
- (3) to receive the printed Chinese version of all Corporate Communications only; or
- (4) to receive both the printed English and Chinese versions of all Corporate Communications.

For the purpose of environmental protection and cost saving, the Company recommends you to select the Website Version. To make your election, please mark “X” in the appropriate box on the enclosed reply form (the “**Reply Form**”) and sign and return it by post or by hand to the Company c/o the Company’s Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you can use the mailing label at the bottom of the Reply Form and do not need to affix a stamp on the envelope. Otherwise, please affix an appropriate stamp.

If the Company does not receive the duly completed and signed Reply Form or receive a response indicating any objection from you on or before 17 March 2017, you will be deemed to have consented to read the Website Version in place of receiving printed copies, and only a printed notification letter of the publication of the Corporate Communications on the Company’s website will be sent to you by post at your address as appearing in the Company’s register of members maintained by the Company’s Hong Kong Share Registrar.

You have the right at any time by reasonable notice in writing to the Company c/o the Hong Kong Share Registrar to change the choice of language and/or means of receipt of Corporate Communications. You may also send such a notice by email to guotaijunan.ecom@computershare.com.hk. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications using electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, the Company will promptly upon your request send the Corporate Communications to you in printed form free of charge.

Please note that (a) printed copies of the English and Chinese versions of Corporate Communications will be available from the Company or the Company’s Hong Kong Share Registrar on request; and (b) the same will also be available on the Company’s website at www.gtja.com.hk and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk.

If you have any queries in relation to this letter, please call the Company’s Hong Kong Share Registrar’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,
By order of the Board
Guotai Junan International Holdings Limited
FENG Zheng Yao Helen
Company Secretary

Name(s) and Address of Shareholder(s):
股東之姓名及地址:

Reply Form 回條

To: **Guotai Junan International Holdings Limited (the "Company")** 致: **國泰君安國際控股有限公司 (「本公司」)**
(Stock Code: 1788) (股份代號: 1788)
c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司
17M Floor, 香港灣仔皇后大道東 183 號
Hopewell Centre, 183 Queen's Road East, 合和中心 17M 樓
Wanchai, Hong Kong

I/We would like to receive Corporate Communications[#] of the Company ("Corporate Communications") in the manner indicated below:
本人/我們欲以下列方式收取 貴公司之公司通訊[#] (「公司通訊」):

(Please mark "X" in **ONLY ONE** of the following boxes)

(請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- to read Corporate Communications published on the Company's website (the "Website Version") in place of receiving printed copies and receive the Company's printed notification of the publication of Corporate Communications on its website; **OR**
瀏覽在公司網站登載的公司通訊 (「網上版本」), 以代替收取印刷本, 並收取公司就其於網站登載公司通訊而發出的通知的印刷本; 或
- to receive only the **printed English version** of all Corporate Communications; **OR**
僅收取所有公司通訊之**英文印刷本**; 或
- to receive only the **printed Chinese version** of all Corporate Communications; **OR**
僅收取所有公司通訊之**中文印刷本**; 或
- to receive both the **printed English and Chinese versions** of all Corporate Communications.
同時收取所有公司通訊之**英文及中文印刷本**。

Signature
簽名

Contact telephone number
聯絡電話號碼
Date
日期

Notes 附註:

- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
- If the Company does not receive this duly completed and signed Reply Form or receive a response indicating any objection from you by 17 March 2017, you will be deemed to have consented to read the Website Version in place of receiving printed copies. All future Corporate Communications will be sent out in the manner specified in the Company's letter dated 17 February 2017 and we will send you a printed notification letter of the publication of the relevant Corporate Communication on the Company's website.
倘若本公司於 2017 年 3 月 17 日仍未收到 閣下已適當地填妥並簽署的回條或任何表示反對的回覆, 閣下將被視為已同意僅以網上版本以代替收取印刷本, 而本公司將按 2017 年 2 月 17 日之本公司函件內所述之方式只向 閣下寄發有關公司通訊已在本公司網站刊發的通知信函印刷本。
- By selecting to read the Website Version of Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive Corporate Communications in printed form.
在選擇查閱在本公司網站刊發之公司通訊網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
- 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 holding should sign on this Reply Form in order to be valid.
如屬聯名股東, 則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署, 方為有效。
- The above instruction will apply to all Corporate Communications to be sent to shareholders of the Company until you notify the Company otherwise by reasonable notice in writing to the Company c/o the Company's Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to guotaijunan.ecom@computershare.com.hk.
上述指示適用於將來寄發予本公司股東之所有公司通訊, 直至 閣下向本公司發出合理時間的書面通知予本公司香港證券登記處香港中央證券登記有限公司, 地址為香港灣仔皇后大道東 183 號合和中心 17M 樓或以電郵方式發送至 guotaijunan.ecom@computershare.com.hk 另作選擇為止。
- Shareholders are entitled to change the choice of means of receipt and/or language of Corporate Communications at any time by reasonable notice in writing to the Company c/o the Company's Hong Kong Share Registrar or by email to guotaijunan.ecom@computershare.com.hk.
股東有權隨時發出合理時間的書面通知予本公司香港證券登記處或以電郵方式發送至 guotaijunan.ecom@computershare.com.hk, 要求更改公司通訊之收取方式及/或語言版本。
- For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.
為免存疑, 任何在本回條上的額外手寫指示, 本公司將不予處理。

[#]Corporate Communications mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, 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 proxy form.
公司通訊乃本公司發出或將予發出以供其任何證券持有人參閱或採取行動的任何文件, 其中包括但不限於(a)董事會報告、其年度賬目連同核數師報告及(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)代表委任表格。

GTJH-17022017-1(0)

郵寄標籤 MAILING LABEL

閣下寄回此回條時, 請將郵寄標籤剪貼於信封上。

如在本港投寄母須貼上郵票。

Please cut the mailing label and stick this on the envelope to return this Reply Form to us.

No postage stamp necessary if posted in Hong Kong.

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong