

# 第一拖拉机股份有限公司 FIRST TRACTOR COMPANY LIMITED\*

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

(於中華人民共和國註冊成立的股份有限公司)

(Stock Code / 股份編號：0038)

## NOTIFICATION LETTER 通知信函

29 May 2020

Dear Non-registered holder<sup>(1)</sup>,

### **First Tractor Company Limited (the “Company”) – Notice of Publication of Circular for Annual General Meeting (“Current Corporate Communication”)**

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor) and the HKEXnews’ website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk).

If you want to receive a printed version of the Current Corporate Communication, please complete the Request Form on the reverse side of this letter and return it to the Company’s H Shares Registrar c/o Hong Kong Registrars Limited (the “**Hong Kong Shares Registrar**”) by using the mailing label at the bottom of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Hong Kong Shares Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company’s website at [www.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor) or the HKEXnews’ website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries relating to any of the above matters, please call the Company’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to [ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk).

Yours faithfully,  
First Tractor Company Limited

\*For identification purposes only

*Note: (1) This letter is addressed to Non-registered holders (“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 to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.*

各位非登記持有人<sup>(1)</sup>：

### **第一拖拉机股份有限公司（「本公司」） – 股東週年大會通函（「本次公司通訊文件」）之發佈通知**

本公司的本次公司通訊文件中、英文版本已上載於本公司網站([www.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor))及香港聯合交易所有限公司（「聯交所」）之網站([www.hkexnews.hk](http://www.hkexnews.hk)），歡迎瀏覽。

如閣下欲收取本次公司通訊文件之印刷本，請填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回本公司之H股證券登記處香港證券登記有限公司（「**香港證券登記處**」）（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）。香港證券登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。申請表格亦可於本公司網站([www.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor))或聯交所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下對本函內容有任何疑問，請致電本公司電話熱線(852)2862 8688，辦公時間為星期一至五（公眾假期除外）上午9時正至下午6時正，或電郵至([ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk))。

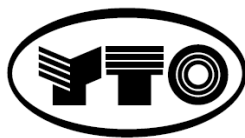
第一拖拉机股份有限公司  
謹啓

2020年5月29日

\*僅供識別

附註：(1) 此函件乃向本公司之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊文件）發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面的申請表格。

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# 第一拖拉机股份有限公司

## FIRST TRACTOR COMPANY LIMITED\*

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

(於中華人民共和國註冊成立的股份有限公司)

(Stock Code / 股份編號 : 0038)

### Request Form 申請表格

**To: First Tractor Company Limited (the "Company")**  
c/o Hong Kong Registrars Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

**致: 第一拖拉機股份有限公司 (「本公司」)**  
經香港證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive the **current and future** Corporate Communications<sup>#</sup> of the Company as indicated below:

本人/我們希望以下列方式收取 貴公司之**本次及將來**公司通訊文件<sup>#</sup> :

(Please mark **ONLY ONE (X)** 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 receive the **printed English version** of current and future Corporate Communications **ONLY**; **OR**  
僅收取本次及將來公司通訊文件之**英文印刷本**; 或
- to receive the **printed Chinese version** of current and future Corporate Communications **ONLY**; **OR**  
僅收取本次及將來公司通訊文件之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of current and future Corporate Communications.  
同時收取本次及將來公司通訊文件之**英文及中文印刷本**。

Signature:

簽名

Contact telephone number:

聯絡電話號碼

Date:

日期

\* For identification purposes only

\* 僅供識別

Notes 附註:

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- This letter is addressed to Non-registered holders ("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 to receive Corporate Communications).  
此函件乃向本公司之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司, 透過香港中央結算有限公司不時向本公司發出通知, 希望收到公司通訊文件)發出。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- The above instruction will apply to the Corporate Communications to be sent to you until you notify to the Company's H Shares Registrar c/o Hong Kong Registrars Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.  
上述指示適用於發送予 閣下之所有公司通訊文件, 直至 閣下通知本公司之H股證券登記處香港證券登記有限公司另外之安排或任何時候停止持有本公司的股份。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。

# Corporate Communications include 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form and (g) reply slip.

# 公司通訊文件包括但不限於: (a) 董事會報告、年度財務報表連同核數師報告及如適用, 財務摘要報告; (b) 中期報告及如適用, 中期摘要報告; (c) 會議通告; (d)

#### Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freepost No. 簡便回郵號碼: 37

Hong Kong 香港

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.**

當 閣下寄回本申請表格時, 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。

#### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact

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