

30 March 2016

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



### 1. 2015 Annual Report and 2015 Sustainability Report

The English and Chinese versions of CLP Holdings (the Company) 2015 Annual Report have been made available on the "Investors Information" section on the Company's website at [www.clpgroup.com](http://www.clpgroup.com) and on the website of Hong Kong Exchanges and Clearing Limited (HKEx) at [www.hkex.com.hk](http://www.hkex.com.hk) since 14 March 2016.

If you have elected to receive the corporate communications<sup>(Note 2)</sup> in printed form, the CLP Holdings 2015 Annual Report in your selected language(s) is/are hereby enclosed.

The 2015 Sustainability Report has been uploaded onto our website which also includes an online snapshot of the Annual Report that provides an interactive overview of our business and highlights of 2015.

### 2. Annual General Meeting

The eighteenth Annual General Meeting (AGM) of the Company will be held at **the Grand Ballroom, 1/F., Crowne Plaza Hong Kong Kowloon East, 3 Tong Tak Street, Tseung Kwan O, Hong Kong** on Thursday, 5 May 2016 at 11:00 a.m. The Notice of AGM is attached, if printed form has been elected. It is also available on the "Investors Information" section on the Company's website and on the website of HKEx.

If you would like to attend the AGM, please contact your bank, broker, custodian or nominee whom your shares are held through, asking them to register your attendance with HKSCC Nominees Limited who in turn will inform the Company's Registrars, Computershare Hong Kong Investor Services Limited, to include your name on the list of representatives enabling you to attend and vote at the AGM.

### 3. Amending your choice of language and means of receipt of corporate communications

- (i) If you have received the Annual Report and Notice of AGM in printed form, and you wish to receive these in the other language (English or Chinese); and/or
- (ii) if, for the Company's future corporate communications, you wish to change:
  - (a) your choice of language (English and/or Chinese); and/or
  - (b) means of receipt (in printed form or electronic means through our website),

please complete, sign and return the enclosed request form to the Company's Registrars, Computershare Hong Kong Investor Services Limited, using the provided prepaid mailing label or via e-mail to [cosec@clp.com.hk](mailto:cosec@clp.com.hk) or [clp.ecom@computershare.com.hk](mailto:clp.ecom@computershare.com.hk).

You may change your choice of language and means of receipt of the Company's future corporate communications, free of charge, at any time by reasonable notice in writing (not less than 7 days) to the Company or the Company's Registrars or via e-mail ([cosec@clp.com.hk](mailto:cosec@clp.com.hk) or [clp.ecom@computershare.com.hk](mailto:clp.ecom@computershare.com.hk)), notwithstanding any wish to the contrary you have previously conveyed to the Company or the Company's Registrars.

Even if you have chosen (or have been deemed to have consented) to receive the Company's corporate communications by electronic means but for any reason you have difficulty in receiving or gaining access to the corporate communications, we will promptly, upon your request, send the corporate communications to you in printed form free of charge.

If you have any query relating to any of the above matters, please call the Company's hotline on 2678 8228 from 9 a.m. to 5 p.m. (Monday to Friday, excluding Hong Kong public holidays) or e-mail to [cosec@clp.com.hk](mailto:cosec@clp.com.hk).

Yours faithfully,

David Simmonds  
Company Secretary

Encl.

- Notes:
1. This letter is addressed to the Company's non-registered Shareholders. Non-registered Shareholder 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.
  2. Corporate communications refer to Interim/Annual Reports, notices, documents or other shareholder publications of the Company (including any "corporate communication" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited).

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ECONOMY

If undelivered, please return to:  
Computershare Hong Kong  
Investor Services Limited  
G.P.O. Box 269 Hong Kong

If you want to change your current choice of language or means of receipt of CLP Holdings' corporate communications, please complete, sign and return this request form by cutting and sticking the mailing label on an envelope to CLP Holdings' Registrars, Computershare Hong Kong Investor Services Limited or via e-mail to [cosec@clp.com.hk](mailto:cosec@clp.com.hk) or [clp.ecom@computershare.com.hk](mailto:clp.ecom@computershare.com.hk).

## REQUEST FORM

To: Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

1. Please send me/us a printed copy of:  
(Please "✓" the appropriate boxes.)

- |  |    |   |
|--|----|---|
| <input type="checkbox"/> CLP Holdings 2015 Annual Report               | in | <input type="checkbox"/> English language version |
| <input type="checkbox"/> CLP Holdings Notice of Annual General Meeting |    | <input type="checkbox"/> Chinese language version |

2. I/We would like to receive CLP Holdings' future corporate communications:  
(Please "✓" only **one** box.)

- by **electronic means** through CLP Holdings' website ([www.clpgroup.com](http://www.clpgroup.com)) instead of in printed form; or
- in **printed** form in **English** only; or
- in **printed** form in **Chinese** only; or
- in **printed** form in both **English and Chinese**.

I/We have noted the following Personal Information Collection Statement and provide the information as requested.

Signature(s): \_\_\_\_\_

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

\_\_\_\_\_  
Name(s) of Shareholder(s) in English  
(Please use BLOCK LETTERS)

\_\_\_\_\_  
Name(s) of Shareholder(s) in Chinese

\_\_\_\_\_  
Contact Telephone Number

- Notes:
1. The above instruction for item 2 will apply to all future corporate communications to be sent to you until you notify otherwise by reasonable notice in writing (not less than 7 days) to the Company or the Company's Registrars.
  2. Shareholders can change the choice of language and means of receipt of the Company's corporate communications at any time by reasonable notice in writing (not less than 7 days) to the Company or the Company's Registrars.
  3. We cannot accept any special instructions written on this request form. Please write to us separately if you have any.
  4. Corporate communications include Interim/Annual Reports, notices, documents or other shareholder publications of CLP Holdings (including any "corporate communication" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited).
  5. Both printed English and Chinese versions of all the Company's corporate communications which we have sent to our Shareholders are available on the Company's website ([www.clpgroup.com](http://www.clpgroup.com)) for five years from the date of first publication.

### PERSONAL INFORMATION COLLECTION STATEMENT

Your supply of your Personal Data to CLP Holdings and/or the Company's Registrars is on a voluntary basis. "Personal Data" in this statement has the same meaning as "personal data" defined under the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO"), which may include but not limited to your name, telephone number and/or your choice. Your Personal Data is collected for the purposes of verifying and recording your choice of language and means of receipt of CLP Holdings' corporate communications and the delivery of those corporate communications. Your Personal Data will not be transferred to any party outside CLP or the Company's Registrars. You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be made in writing by either one of the following means:

By mail to: Personal Data Privacy Officer  
Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

By e-mail to: [hkinfo@computershare.com.hk](mailto:hkinfo@computershare.com.hk)

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You can find out more about CLP's policies on privacy and personal data protection by accessing our privacy policy statement available on the CLP website at <https://www.clpgroup.com/en/Pages/Privacy.aspx>.

### MAILING LABEL

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.**

Computershare Hong Kong Investor Services Limited  
Freepost No. 37  
Hong Kong

