

中電控股有限公司  
CLP Holdings Limited  
(股份代號 Stock Code: 00002)

香港九龍紅磡海逸道8號  
8 Laguna Verde Avenue, Hung Hom  
Kowloon, Hong Kong

電話 Tel (852) 2678 8111  
傳真 Fax (852) 2760 4448  
網址 Website www.clpgroup.com

24 March 2021

Dear Non-registered Shareholder<sup>1</sup>,



**1. 2020 Annual Report and 2020 Sustainability Report**

CLP Holdings 2020 Annual Report (English and Chinese versions) is now available on the websites of the Company (www.clpgroup.com) and The Stock Exchange of Hong Kong Limited (the Stock Exchange) (www.hkexnews.hk). The Annual Report includes our disclosures on the material environmental, social and governance (ESG) topics made in accordance with the ESG Reporting Guide of the Stock Exchange; other ESG topics can be found in the full 2020 Sustainability Report. You can access the Annual Report from our website, via these sections (in order), "Investor Relations" and "Financial Reports".

The Annual Report in your selected language(s) is/are enclosed, if you have elected for printed corporate communications<sup>2</sup>. The full 2020 Sustainability Report is also available on our website.

**2. Annual General Meeting (AGM)**

The Company's 23<sup>rd</sup> AGM will be held at **the Grand Ballroom, Level 2, Kerry Hotel, Hong Kong, 38 Hung Luen Road, Hung Hom Bay, Kowloon, Hong Kong** on Friday, 14 May 2021 at 11:00 a.m. The Notice of AGM is attached, if printed form has been elected, or is available on the "Investor Relations" section on the Company's website and on the website of the Stock Exchange.

The 2021 AGM will be a hybrid meeting that can be joined via the traditional physical attendance or online. Please refer to "GUIDANCE NOTES AND PRECAUTIONARY MEASURES FOR THE AGM" in the Notice of AGM for the details of our AGM arrangements.

As a non-registered shareholder, whether you wish to attend physically or online, **please contact your bank, broker, custodian, nominee or HKSCC Nominees Limited through which your shares are held (the Intermediary), asking them to appoint you as proxy or corporate representative to attend.** Prior registration is required if you wish to join the physical AGM in person.

Online Attendance at our AGM

If you choose to attend the AGM online, you will be able to view a live webcast of the AGM, submit questions and cast your vote in real time through the online platform.

When you instruct your Intermediary to appoint you as a proxy or corporate representative to attend the online AGM, you will be asked to provide your email. Details regarding the online AGM login details will be emailed to you by the Company's Registrars. For enquiries, please call the Company's Registrars on (852) 2862 8555.

AGM-related information and materials can be found on "General Meetings" under "Investor Relations" section on our website (www.clpgroup.com).

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

"Annual Report and Notice of AGM" – you can ask for any of these in printed form or in a language version other than your existing choice.

"The Company's future corporate communications" – you can ask to change<sup>3</sup> your choice of (a) language (English and/or Chinese); and/or (b) means of receipt (in printed form or by electronic means through our website).

You can make such request(s) at any time, free of charge, (i) by post, please complete and return the enclosed form to the Company's Registrars (using the prepaid mailing label) or (ii) via email to: cosec@clp.com.hk or clp.ecom@computershare.com.hk.

If you cannot access the corporate communications electronically, please ask us for a printed form and we will send these to you free of charge.

Please call the Company's hotline on (852) 2678 8228 from 9 a.m. to 5 p.m. (Monday to Friday, excluding Hong Kong public holidays) or email to cosec@clp.com.hk, if you have any queries on the above.

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 CLP Holdings 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, Quarterly Statements, 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).

3. Your change request applies to the next batch of corporate communications if we have at least 7 days written notice of your request, otherwise, it will apply to the subsequent batch of corporate communications.

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 form by cutting and sticking the mailing label (refer to below) on an envelope to CLP Holdings' Registrars, Computershare Hong Kong Investor Services Limited or via email to cosec@clp.com.hk or 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.)

- CLP Holdings 2020 Annual Report in  English language version  
 CLP Holdings Notice of Annual General Meeting  Chinese language version

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

- by **electronic means** only through CLP Holdings' website (www.clpgroup.com) with a notification letter mailed to my/our registered address; 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. Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void.  
 2. The above instructions for item 2 will apply to all future corporate communications to be sent to you until you vary this by giving notice in writing (not less than 7 days) to the Company or the Company's Registrars.  
 3. For the avoidance of doubt, we do not accept any special instructions written on this form. Please write to us separately if you have any.  
 4. Corporate communications refer to Interim/Annual Reports, Quarterly Statements, 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. Printed copies of the 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) for 5 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 be transferred to the Company's Registrars' agents, contractors or third-party service providers who/which offer administrative or telecommunications services to the Company's Registrars in connection with the operation of their business for the above purposes. CLP Holdings and/or the Company's Registrars will disclose the Personal Data when required to do so by law and may also disclose such Personal Data in response to requests from law enforcement agencies or regulatory authorities. You have the right to request access to, the correction and/or erasure of, your Personal Data in accordance with, where applicable, the provisions of the PDPO, and any other data protection law as applicable. Any such request for access to, correction and/or erasure of your Personal Data, as well as withdrawal of consent, where applicable, 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

CLPH-24032021-1(0)[JS]

By email to: PrivacyOfficer@computershare.com.hk

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