



# 中國建築國際集團有限公司

## CHINA STATE CONSTRUCTION INTERNATIONAL HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)  
(Stock Code: 3311)

Date as postmarked

Dear Shareholder(s),

### Instruction in relation to future Corporate Communications

For the protection of the environment and the saving of mailing and printing costs, China State Construction International Holdings Limited (the "Company") will deliver its Corporate Communications <sup>Note</sup> to Shareholders in English and/or Chinese version(s) in printed form or through the Company's website.

The purpose of this letter is to ascertain Shareholders' choice of language and means of receipt of the Company's Corporate Communications.

In Form A as attached, please indicate whether, in the future, you wish to receive the Company's Corporate Communications:-

- in printed form; or
- through electronic means on the Company's website,

and, if in printed form, whether you wish to receive:-

- the English version only;
- the Chinese version only; or
- both the English and Chinese versions.

Please (i) complete Form A and return it to the Company's Hong Kong Branch Share Registrar, Tricor Standard Limited; or (ii) send such a notice by email to [csci3311-ecom@hk.tricorglobal.com](mailto:csci3311-ecom@hk.tricorglobal.com) specifying your name, contact telephone number, address and request.

If the Company do not receive your reply, the Company will send the printed Chinese version of future Corporate Communications to all Hong Kong Shareholders who are natural persons with a Chinese name using a Hong Kong address, and the printed English version to all overseas Shareholders and all Hong Kong Shareholders (other than natural persons with a Chinese name) using a Hong Kong address. Whether a Shareholder is a Hong Kong or an overseas Shareholder will be determined by the address of that Shareholder appearing on the register of members of the Company maintained by the Company's Hong Kong Branch Share Registrar.

If you choose electronic means, the Company will send you an e-mail notification of the release of the relevant Corporate Communication on the Company's website on the day such corporate communication is/are sent to Shareholders. Alternatively, if the electronic means is chosen, but you have not provided your e-mail address, printed Corporate Communications will be sent out in accordance with the arrangements described in the previous paragraph.

After your election, you may choose to change your choice of language and/or means of receipt at any time, free of charge, by completing and returning the Change Request Form to the Company's Hong Kong Branch Share Registrar, by post or by email to [csci3311-ecom@hk.tricorglobal.com](mailto:csci3311-ecom@hk.tricorglobal.com). A copy of the Change Request Form will be sent to you together with future Corporate Communications or can be obtained from the Company's Hong Kong Branch Share Registrar.

Both the English and Chinese versions of future Corporate Communications will be available from the Company's Hong Kong Branch Share Registrar (Tricor Standard Limited of Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong) upon request, and the same will also be available on the Company's website ([www.csci.com.hk](http://www.csci.com.hk)) after they have been despatched. If you have any queries relating to this letter, please call the Customer Services Hotline of Tricor Standard Limited at (852) 2980 1333 between 9:00 a.m. and 5:00 p.m. on Monday to Friday (excluding public holidays).

Yours faithfully  
for and on behalf of

**China State Construction International Holdings Limited**

**Yan Jianguo**

*Chairman and Non-executive Director*

Attachment: as mentioned \_\_\_\_\_

*Note:* Corporate Communications refer to any document issued or to be issued by the Company for the information or action of the holders of any of the Company securities 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 and annual accounts together with a copy of the auditor's report and, where applicable, the summary financial report;
- (b) the interim report and, where applicable, the summary interim report;
- (c) a notice of meeting;
- (d) a listing document;
- (e) a circular; and
- (f) a proxy form.



# 中國建築國際集團有限公司

## CHINA STATE CONSTRUCTION INTERNATIONAL HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號: 3311)

Form A 表格 A

**Please complete, sign and return this notification form to China State Construction International Holdings Limited (the "Company")'s Hong Kong Branch Share Registrar, Tricor Standard Limited, by using this aerogram or by email to csci3311-ecom@hk.tricorglobal.com**

請填妥及簽署下列通知表格，並以本郵筒寄回中國建築國際集團有限公司(「本公司」)之股份過戶登記香港分處—卓佳標準有限公司或以電郵發送至 [csci3311-ecom@hk.tricorglobal.com](mailto:csci3311-ecom@hk.tricorglobal.com)

### NOTIFICATION FORM 通知表格

I/We would like to receive the future Corporate Communications (as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) of the Company:

關於本公司日後發佈的公司通訊(定義見《香港聯合交易所有限公司證券上市規則》第1.01條)，本人/吾等欲：

(Please tick only one box.) (請在其中一個空格加上「✓」號。)

- in printed English version only (by post); or  
只收取英文印刷本(經郵遞)；或
- in printed Chinese version only (by post); or  
只收取中文印刷本(經郵遞)；或
- in both printed English and Chinese versions (by post); or  
同時收取英文和中文印刷本(經郵遞)；或
- through electronic means instead of in printed version (i.e. by receiving from the Company's Hong Kong Branch Share Registrar, an e-mail notification of the release of the relevant Corporate Communication(s) on the Company's website ([www.csci.com.hk](http://www.csci.com.hk)) on the date of despatch of such Corporate Communication(s)).  
以電子方式取代印刷本(即於寄發公司通訊當日，接受由本公司之股份過戶登記香港分處以電子郵件知會有關公司通訊已登載於本公司網站([www.csci.com.hk](http://www.csci.com.hk))上)。

My/Our email address:

本人/吾等電郵地址：\_\_\_\_\_

(for receiving the notification of release of Corporate Communication(s))  
(供收取寄發公司通訊通知之用)

Signature(s):

簽署：\_\_\_\_\_

Date:

日期：\_\_\_\_\_

Name(s) of Shareholder(s) in English

(Please use BLOCK LETTERS)

股東的英文名稱(請以大楷書寫)

Name(s) of Shareholder(s) in Chinese

股東的中文名稱

Correspondence Address 通訊地址

Contact Telephone Number 聯絡電話

- Notes:
- The above instruction will apply to all Corporate Communications of the Company to be sent to you until you inform us otherwise.
  - If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the Company's Register of Members should sign this Form in order for it to be valid.
  - Both printed English and Chinese versions of all the Company's future Corporate Communications will be available from the Company's Hong Kong Branch Share Registrar (Tricor Standard Limited of Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong) upon request. They will also be available on the Company's website ([www.csci.com.hk](http://www.csci.com.hk)) after they have been despatched.
  - If you have any queries relating to the Completion of this Form, please call the Customer Services Hotline of Tricor Standard Limited at (852) 2980 1333 between 9:00 a.m. and 5:00 p.m. on Monday to Friday (excluding public holidays) or send your query by email to [csci3311-ecom@hk.tricorglobal.com](mailto:csci3311-ecom@hk.tricorglobal.com).

- 附註：
- 上述指示將適用於本公司發出的所有公司通訊，直至閣下另行通知為止。
  - 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本表格上簽署，方為有效。
  - 本公司之股份過戶登記香港分處(卓佳標準有限公司，地址為香港皇后大道東183號合和中心54樓)將應要求提供所有本公司日後的公司通訊的英文版及中文版印刷本。該等通訊寄發後，其內容亦登載於本公司網站([www.csci.com.hk](http://www.csci.com.hk))以供閱覽。
  - 閣下對填寫本表格有任何疑問，請於星期一至星期五(公眾假期除外)上午9時至下午5時致電卓佳標準有限公司客戶服務熱線(852) 2980 1333查詢，或將閣下之查詢以電郵發送至 [csci3311-ecom@hk.tricorglobal.com](mailto:csci3311-ecom@hk.tricorglobal.com)。

#### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO")。本聲明中所指之「個人資料」具有香港法例第486章《個人資料(私隱)條例》(《私隱條例》)中「個人資料」之涵義。
- (ii) Your supply of Personal Data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests.  
閣下是自願向本公司提供個人資料，該等資料用以處理閣下在本表格上所述的指示及/或要求。若閣下未能提供足夠資料，本公司可能無法處理閣下之指示及/或要求。
- (iii) Your Personal Data will not be disclosed or transferred to any third parties (other than the Company's registrar and transfer office and/or other companies or bodies for any of the stated purposes) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request.  
除非按法例規定，例如應法庭命令或執法機關要求，否則閣下之個人資料將不會披露或轉移予任何第三方(本公司股份過戶登記處及/或其他公司或團體作任何上述用途除外)。
- (iv) Your Personal Data will be retained for such period as may be necessary for verification and record purposes.  
閣下之個人資料將在適當期間保留作核實及記錄用途。
- (v) 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 in writing and sent to the Personal Data Privacy Officer of the Company's registrar and transfer office, Tricor Standard Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong by post.  
閣下有權根據《私隱條例》之條文查閱及/或修改閣下個人資料。任何該等查閱及/或修改閣下個人資料之要求均須以書面方式郵寄至本公司股份過戶登記處卓佳標準有限公司之個人資料私隱主任，地址為香港皇后大道東183號合和中心54樓。

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**TRICOR STANDARD LIMITED**  
**Level 54, Hopewell Centre**  
**183 Queen's Road East**  
**Hong Kong**

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