



## CITIC 1616 Holdings Limited

### 中信1616集團有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 01883)

31 August 2010

Dear Shareholders,

#### **CITIC 1616 HOLDINGS LIMITED 2010 INTERIM REPORT**

We are pleased to enclose the 2010 Interim Report. Please note that the 2010 Interim Report is also available on the Company's website at [www.citic1616.com](http://www.citic1616.com).

If you have chosen to rely on the version of the above document posted on the Company's website in lieu of the printed copy and for any reason you have difficulty in receiving or gaining access to the same or wishes to receive a printed copy, please complete Part A of the enclosed Change Request Form and send it to the Company's share registrar, Tricor Investor Services Limited at 26th Floor, Tesbury Centre, 28 Queen's Road East, Wanchai, Hong Kong, using the postage prepaid envelope provided.

You have the right at any time by reasonable notice in writing to the Company's share registrar to change the choice of language and means of receipt of the Corporate Communication#. If you would like to change the choice of language and means of receipt of future Corporate Communication, please complete Part B of the enclosed Change Request Form and send it to the Company's share registrar using the postage prepaid envelope provided.

# "Corporate Communication" includes any document issued or to be issued by the Company for your information or action, 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, summary interim report;
- (c) a notice of meeting;
- (d) a listing document;
- (e) a circular; and
- (f) a proxy form.

If you have any queries relating to this letter, please call our hotline at (852) 2980 1333.

Yours faithfully,  
For and on behalf of  
**CITIC 1616 Holdings Limited**  
**Tso Mun Wai**  
*Company Secretary*

CITIC 1616 HOLDINGS LIMITED 8th Floor, CITIC Tower, 1 Tim Mei Avenue, Central, Hong Kong.  
Tel: 2377 8888 Fax: 2376 2063 Email: [contact@citic1616.com](mailto:contact@citic1616.com) Website: [www.citic1616.com](http://www.citic1616.com)



## CHANGE REQUEST FORM

To: CITIC 1616 Holdings Limited  
c/o Tricor Investor Services Limited  
26th Floor, Tesbury Centre  
28 Queen's Road East  
Wanchai, Hong Kong

### Part A – To receive printed version of the 2010 Interim Report:

*Please tick the box.*

- I/We have chosen to rely on the 2010 Interim Report posted on the Company's website but would like to receive a printed copy of the 2010 Interim Report.

### Part B – To change the election of language and means of receipt of future Corporate Communication:

*Please tick only one box.*

- (a)  I/We would like to receive the printed English version only of the Corporate Communication; OR
- (b)  I/We would like to receive the printed Chinese version only of the Corporate Communication; OR
- (c)  I/We would like to receive both the printed English and the printed Chinese versions of the Corporate Communication; OR
- (d)  I/We would like to rely on the Corporate Communication posted on the Company's website in lieu of printed versions and to receive email notification to my/our email address at \_\_\_\_\_<sup>(Note 5)</sup> of the publication of the Corporate Communication on the Company's website.

*Please note that:*

- "Corporate Communication" includes any document issued or to be issued by the Company for your information or action, including but not limited to:*
  - the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report;*
  - the interim report and, where applicable, summary interim report;*
  - a notice of meeting;*
  - a listing document;*
  - a circular; and*
  - a proxy form.*
- The above instruction will apply to all Corporate Communication to be sent to our shareholders not less than 10 business days after the date hereof until you inform us otherwise.*
- Both the English and the Chinese versions of all Corporate Communication will be available from the Company or its share registrar on request.*
- If your shares are held in joint names, all joint holders OR the joint holder whose name stands first on our Register of Members should sign on this change request form in order to be valid.*
- If you do not provide your email address, you will NOT be notified as and when the Corporate Communication is published on the Company's website.*
- You have the right at any time by reasonable notice in writing to the Company's share registrar to change the choice of language and means of receipt of the Corporate Communication.*
- If you choose to rely on the version of the Corporate Communication posted on the Company's website in lieu of the printed versions, and for any reason you have difficulty in receiving or gaining access to the same, you will promptly upon request be sent the Corporate Communication in printed form free of charge.*
- If you have any queries relating to this form, please call our hotline at (852) 2980 1333.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

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