



# CITIC 1616 Holdings Limited

## 中信1616集團有限公司

17 August 2007

Dear Shareholders,

### **INSTRUCTIONS IN RELATION TO ELECTION OF MEANS OF RECEIPT OF FUTURE CORPORATE COMMUNICATION**

The Company offers its shareholders the choice to receive our Corporate Communication (i) in printed form or (ii) by electronic means through the Company's website ([www.citic1616.com](http://www.citic1616.com)).

“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.

For the purposes of cost saving and environmental protection, we would encourage you to access our Corporate Communication by electronic means. If this means is chosen and you have provided your email address to us, we will send you, on the day of issue, an email notification each time when new Corporate Communication is posted on our website. If printed form is chosen, we will send you the Corporate Communication by post.

### **ACTION TO BE TAKEN**

To make your election, you may send a notice of intent to the Company in the form of the enclosed instruction slip indicating whether you wish and agree to select the option given to you in the instruction slip. Please tick the appropriate box and sign and return the instruction slip, in the envelope provided, to the Company's share registrar, Tricor Investor Services Limited at 26th Floor, Tesbury Centre, 28 Queen's Road East, Wanchai, Hong Kong. If your registered address is within Hong Kong, the enclosed envelope will be postage prepaid and you will not need to affix a stamp when returning your instruction slip. Otherwise, please affix an appropriate stamp.

If we receive your instruction slip by 17 September 2007, your instructions will apply to all Corporate Communication to be sent to shareholders on or after 18 September 2007 until you inform the Company otherwise.

However, if we do not receive your instruction slip by 17 September 2007 and until you inform the Company otherwise in accordance with the applicable legislation and regulation, we will continue to send to you a printed copy of all future Corporate Communication.

You have the right at any time by reasonable notice in writing to the Company's share registrar to change the means of receipt of the Corporate Communication.

Please note that both the English and Chinese versions of future Corporate Communication will be available (a) from the Company or its share registrar on request; and (b) on the Company's website.

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*

# **ELECTION OF MEANS OF RECEIPT OF CORPORATE COMMUNICATION INSTRUCTION SLIP**

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

**Please tick only one box of this instruction slip.**

1.  **Printed Version of the Corporate Communication**

2.  **Website Version of the Corporate Communication**

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 \_\_\_\_\_ (Note 5) of the publication of the Corporate Communication on the Company's website.

*Please note that:*

1. "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.

"Full Financial Report" means complete annual report and accounts of the Company.

"Summary Financial Report" contains all the information and particulars contained on the face of the balance sheet and profit and loss account of the Group, together with key information from the Full Financial Report. The Summary Financial Report only gives a summary of the information and particulars contained in the Full Financial Report from which it is derived.

- 2. The above instruction will apply to all Corporate Communication to be sent to our shareholders until you inform us otherwise.
- 3. Both the English and the Chinese versions of all Corporate Communication will be available from the Company or its share registrar on request.
- 4. 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 instruction slip in order to be valid.
- 5. 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.
- 6. You have the right at any time by reasonable notice in writing to the Company's share registrar to change the means of receipt of the Corporate Communication.

7. *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.*
8. *If you have any queries relating to this form, please call our hotline at (852) 2980 1333.*

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

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

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

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

Folio number: \_\_\_\_\_