



**SANY HEAVY EQUIPMENT INTERNATIONAL  
HOLDINGS COMPANY LIMITED**

**三一重裝國際控股有限公司**  
(Incorporated in the Cayman Islands with limited liability)  
( Stock Code: 631 )

**NOTIFICATION LETTER 通知信函**

7 February 2020

Dear Shareholder,

**Sany Heavy Equipment International (the “Company”)**

**– Notice of Publication of Circular, Notice and Proxy Form of the 2020 First Extraordinary General Meeting (“Current Corporate Communications”)**

The English and Chinese versions of the Company’s Current Corporate Communications are available on the Company’s website at <http://www.sanyhe.com/company/zz/en-us/Investor/> and the website of HKEXnews at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of Current Corporate Communications is enclosed (if applicable). You may access the Current Corporate Communications by browsing through the Company’s website or the website of HKEXnews.

Shareholders may at any time choose to receive free of charge Corporate Communications<sup>(Note)</sup> either in printed form, or read the website version; and either in English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you want to receive another printed version of the Current Corporate Communications, please complete the Request Form on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the “**Hong Kong Share Registrar**”), using the mailing label and need not to affix a stamp when returning (if posted in Hong Kong). Otherwise, please affix an appropriate stamp. The address of Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company’s website at <http://www.sanyhe.com/company/zz/en-us/Investor/> or the website of HKEXnews at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to change your choice of language or means of receipt of the Company’s Corporate Communications in future, please write or send an email to [sany.ecom@computershare.com.hk](mailto:sany.ecom@computershare.com.hk) to the Company c/o the Hong Kong Share Registrar. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications via website but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

Should you have any queries in relation to this letter, please call the Company’s telephone hotline at (852) 2578 1318 during business hours from 9:00 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m., from Monday to Friday, excluding public holidays.

By order of the Board  
**Sany Heavy Equipment International Holdings Company Limited**  
**Mr. Liang Zaizhong**  
Chairman

*Note: Corporate Communications include 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.*

各位股東：

**三一重裝國際控股有限公司（「本公司」）**

**– 2020年第一次股東特別大會通函、通告及代表委任表格（「本次公司通訊文件」）之發佈通知**

本公司的本次公司通訊文件中、英文版本已上載於本公司網站(<http://www.sanyhe.com/company/zz/zh-cn/Investor/>)及香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎瀏覽。或按安排附上本次公司通訊文件之印刷本（如適用）。請在本公司網站或在香港交易所披露易網站瀏覽有關文件。

儘管閣下早前曾向本公司作出公司通訊文件<sup>(附註)</sup>收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為以印刷本或網上方式收取及只收取英文印刷本、或只收取中文印刷本；或同時收取中、英文印刷本，費用全免。如閣下欲收取本次公司通訊文件之另一語言印刷本，請閣下填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回，而毋須貼上郵票（如在香港投寄）；否則，請貼上適當的郵票，申請表格請寄回香港中央證券登記有限公司（「**香港證券登記處**」），地址為香港灣仔皇后大道東183號合和中心17M樓。申請表格亦可於本公司網站(<http://www.sanyhe.com/company/zz/zh-cn/Investor/>)或香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如欲選擇有別於閣下所選擇的公司通訊語言版本或收取方式，請以書面或以電郵方式 [sany.ecom@computershare.com.hk](mailto:sany.ecom@computershare.com.hk) 送交到香港證券登記處，以更改日後收取公司通訊文件之語言版本及收取途徑之選擇。如股東已選擇以網上方式收取日後公司通訊文件（或被視為已同意以網上方式收取）但因任何理由未能閱覽載於網站的本次公司通訊文件，股東只要提出要求，我們將盡快向閣下寄上所要求的有關文件的印刷版本，費用全免。

閣下如有任何與本函有關的疑問，請致電本公司電話熱線(852) 2578 1318，辦公時間為星期一至五（公眾假期除外）上午9時正至下午1時正；下午2時至6時正。

承董事會命  
**三一重裝國際控股有限公司**  
董事長  
梁在中先生

2020年2月7日

附註：公司通訊文件包括但不限於：(a) 董事會報告、年度財務報表連同核數師報告及如適用，財務摘要報告；(b) 中期報告及如適用，中期摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 委任代表表格。

**SHEH-07022020-(0)**



Shareholder Name and Address:

股東之姓名及地址：

CCS7071

SHEH

## REQUEST FORM 申請表格

**To: Sany Heavy Equipment International Holdings Company Limited (the "Company")**  
(Stock Code: 0631)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wan Chai, Hong Kong

**致: 三一重裝國際控股有限公司 (「本公司」)**  
(股份代號: 0631)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東183號合和中心17M樓

I/We have already received a printed copy of the Current Corporate Communications in Chinese or English or have chosen (or are deemed to have consented) to read the Current Corporate Communications posted on the Company's website, I/We would like to receive another printed version of the Current Corporate Communications of the Company as indicated below:

本人/我們已收取本次公司通訊文件之中文或英文印刷本或已選擇(或被視為已同意)瀏覽本公司網站所登載之本次公司通訊文件,但現在希望以下列方式收取貴公司本次公司通訊文件之另一語言印刷本:

(Please mark **ONLY ONE (X)** of the following boxes) (請從下列選擇中,僅在其中一個空格內劃上「X」號)

- I/We would like to receive a **printed copy in English** now.  
本人/我們現在希望收取一份英文印刷本。
- I/We would like to receive a **printed copy in Chinese** now.  
本人/我們現在希望收取一份中文印刷本。
- I/We would like to receive both the **printed English and Chinese copies** now.  
本人/我們現在希望收取英文和中文各一份印刷本。

Signature(s) of Non-registered Holder(s)

非登記持有人簽署

Contact Phone Number

聯絡電話號碼

Date

日期

Notes 備註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
  - This Request Form is to be completed by non-registered holder(s) of the Company (a "non-registered holder" means such person or company whose shares in the Company 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).  
本函是由公司之非登記持有人(「非登記持有人」)指存放公司股份於中央結算及交收系統的人士或公司,透過香港中央結算有限公司不時向公司發出通知表示該人士或公司希望收到公司通訊)填寫的。
  - Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確,則本表格將會作廢。
  - If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.  
如屬聯名股東,則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名名列首位的股東簽署,方為有效。
  - The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing or by email to sany.ecom@computershare.com.hk to the Company c/o the Company's Hong Kong share registrar, Computershare Hong Kong Investor Services Limited. The address is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
上述指示適用於寄發予本公司股東之所有日後公司通訊,直至閣下發出合理時間的書面通知或以電郵方式至sany.ecom@computershare.com.hk予本公司之香港股份過戶登記處—香港中央證券登記有限公司,地址為香港灣仔皇后大道東183號合和中心17M樓另作選擇為止。
  - Shareholders are entitled to change the choice of language and means of receipt of Corporate Communications at any time by reasonable notice in writing or by email to sany.ecom@computershare.com.hk to the Company c/o the Company's Hong Kong share registrar.  
股東有權隨時發出合理時間的書面通知或以電郵方式至sany.ecom@computershare.com.hk予本公司之香港股份過戶登記處,要求更改收取公司通訊之方式。
  - For the avoidance of doubt, we do not accept any special instructions written on this reply form.  
為免存疑,任何在本回覆表格上的額外手寫指示,本公司將不予處理。
- \* Corporate Communications include 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.  
公司通訊包括但不限於:(a)董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告;(b)中期報告及(如適用)中期摘要報告;(c)會議通告;(d)上市文件;(e)通函;及(f)代表委任表格。

### MAILING LABEL 郵寄標籤

Computershare Hong Kong Investor Services Limited  
香港中央證券登記有限公司

Freepost No. 簡便回郵號碼: 37  
Hong Kong 香港

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.**

閣下寄回本申請表格時,請將郵寄標籤剪貼於信封上。  
如在本港投寄,閣下無需支付郵費或貼上郵票。

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com.hk/contact

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