



China Suntien Green Energy Corporation Limited*

新天綠色能源股份有限公司

(A joint stock limited company incorporated in the People's Republic of China with limited liability)

(於中華人民共和國註冊成立的股份有限公司)

(Stock code / 股份代碼：00956)

NOTIFICATION LETTER 通知信函

4 November 2016

Dear Shareholder,

China Suntien Green Energy Corporation Limited* (the "Company") – Notice of Publication of EGM Notice, Proxy Form and Reply Slip ("Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at www.suntien.com and the website of The Hong Kong Exchanges and Clearing Limited (the "HKEx") at www.hkexnews.hk.

If you want to receive the printed version of any Current Corporate Communication, please complete the request form (the "Request Form") on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "H Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong, by using the mailing label at the bottom of the Request Form (no postage stamp is needed if posted in Hong Kong). You may also send your request (specifying your name, address and request) by email at suntien.ecom@computershare.com.hk or by notice in writing to the H Share Registrar at the above address. Even if you have chosen (or are deemed to have consented) to receive all the Company's Corporate Communications^(Note) via the Company's website ("Website Version") but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, you can request for the printed form of the Current Corporate Communication. The Company will promptly upon receipt of your request send the Current Corporate Communication to you in printed form free of charge.

You may at any time choose either to receive the Company's Corporate Communications in printed form (in English version only, or in Chinese version only, or in both English and Chinese versions), or the Website Version. If you would like to change your choice of language or means of receipt of the Company's Corporate Communications in future, please send email at suntien.ecom@computershare.com.hk or notice in writing (specifying your name, address and request) to the Company c/o its H Share Registrar.

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

On behalf of the Board
China Suntien Green Energy Corporation Limited
Gao Qing Yu
Executive Director/President

Note: Corporate Communications refer to any document issued or to be issued by the Company 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, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form; and (g) reply slip.

* For identification purpose only

各位股東：

新天綠色能源股份有限公司（「本公司」） – 臨時股東大會通告、代表委任表格及回條（「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 www.suntien.com 及香港交易及結算所有限公司（「香港交易所」）披露易網站 www.hkexnews.hk，歡迎瀏覽。

如閣下欲收取任何本次公司通訊之印刷本，請填妥在本函背頁的申請表格（「申請表格」），並使用申請表格下方的郵寄標籤（如在香港投寄則毋需貼上郵票），把申請表格寄回香港灣仔皇后大道東183號合和中心17M樓，經由香港中央證券登記有限公司（「H股股份過戶登記處」）轉交本公司。閣下亦可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到本公司之電郵地址 suntien.ecom@computershare.com.hk 或以書面方式郵寄致H股股份過戶登記處之上述地址。儘管閣下已選擇（或被視為已同意）透過本公司網站收取本公司所有公司通訊^(附註)（「網上版本」），如因任何理由以致閣下在收取或接收本次公司通訊上出現困難，閣下可要求收取本次公司通訊的印刷本，本公司將因應閣下的要求盡快向閣下發送本次公司通訊的印刷本，費用全免。

閣下可以隨時選擇收取公司通訊的印刷本（只收取英文印刷本，或只收取中文印刷本，或同時收取英文及中文印刷本），或網上版本。如閣下日後需要更改所選擇的本公司公司通訊之語言版本或收取方式，請發送電郵至 suntien.ecom@computershare.com.hk 或以書面方式（註明閣下的姓名、地址及要求）送交H股股份過戶登記處。

如對本函內容有任何疑問，請致電本公司電話熱線(852) 2862 8688，辦公時間為星期一至五（公眾假期除外）上午9時正至下午6時正。

代表董事會
新天綠色能源股份有限公司
高慶余
執行董事／總裁

2016年11月4日

附註：公司通訊指本公司發出或將予發出的任何文件，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財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；(f)委任代表表格；及(g)回條。

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(Stock code / 股份代碼: 00956)

Request Form 申請表格

To: China Suntien Green Energy Corporation Company Limited*
(the "Company")
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East, Wan Chai, Hong Kong

致: 新天綠色能源股份有限公司 (「本公司」)
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 would like to receive the all Corporate Communications⁽¹⁾ of the Company as indicated below:

本人/我們希望以下列方式收取 貴公司之**全部**公司通訊文件⁽¹⁾ (「公司通訊文件」):

(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)

to receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**
今後僅收取公司通訊文件之**英文印刷本**; 或

to receive the **printed Chinese version** of all future Corporate Communications **ONLY**; **OR**
今後僅收取公司通訊文件之**中文印刷本**; 或

to receive both **printed English and Chinese versions** of all future Corporate Communications.
今後同時收取公司通訊文件之**英文及中文印刷本**。

Name(s) of Shareholder(s)

股東姓名

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature:

簽名

Contact telephone number:

聯絡電話號碼

Date:

日期

Notes 附註:

- 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; (f) a proxy form; and (g) a reply slip.
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財務摘要報告(如適用); (b)中期報告及中期摘要報告(如適用); (c)會議通告; (d)上市文件; (e)通函; (f)代表委任表格; 及(g)回條。
- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
- 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 this Request Form in order for it to be valid.
如屬聯名股東, 則本申請表格應由該聯名股東於本公司股東名冊上名列首位者簽署, 方為有效。
- 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。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。

* For identification purpose only
以供識別



閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope
to return this Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

郵寄標籤 MAILING LABEL

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong

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