

**WEICHAI**  
**潍柴**  
**潍柴動力股份有限公司**  
**WEICHAI POWER CO., LTD.**

(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之股份有限公司)  
(Stock Code 股份代號: 2338)

19 April 2024

Dear Registered Shareholder,

**Weichai Power Co., Ltd. (the "Company")**

**– Notice of Publication of 2023 Annual Report, Circular and Proxy Form of Annual General Meeting and Class Meeting of the H Shareholders (the "Current Corporate Communications") and Environmental, Social and Governance Report (the "ESG Report")**

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at [www.weichai.com](http://www.weichai.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the "HKEXnews website") at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communications on the Company's website or by browsing through the HKEXnews website. For the shareholders who have selected to receive the Company's corporate communications<sup>(Note 1)</sup> (the "Corporate Communications") in printed version, enclosed is the Current Corporate Communications of the Company in the language you have expressly chosen to receive. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website for any reason, please send your request (specifying your name, address and request) by email at [print@weichai.com](mailto:print@weichai.com) or by notice in writing to the Company's H share registrar (the "H Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

**Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules"), the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.weichai.com](http://www.weichai.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

**Solicitation of electronic contact details**

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications<sup>(Note 2)</sup>, the Company recommends you provide your email address by completing, signing and returning the enclosed reply form (the "Reply Form") to the H Share Registrar, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

**If no valid and functional email address is provided by you in the Reply Form, the Company will send to you by post at your address as appearing in the Company's register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and a functional email address to the H Share Registrar for receiving the same.**

If you want to receive future Corporate Communications in printed form, please complete the Reply Form on the reverse side and send it to the H Share Registrar or send an email to [print@weichai.com](mailto:print@weichai.com) specifying your name, address and request to receive future Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter. **Even if you have previously received a letter from the Company seeking your election regarding the language and means of receipt of Corporate Communications and have made an election to receive printed copies, you are hereby requested to make an election again. Please note that your previous election to receive printed copies will be disregarded, but in the case you have previously elected to receive notification by email, such election will remain valid.**

The ESG report is published on Company's website and the HKEXnews website. You may access the report by clicking "Announcement & Report" under "Investors" on the home page of the Company's website. If you wish to receive a printed copy of the ESG Report, please make your request to the Company c/o H Share Registrar at the address stated above or send an email to [print@weichai.com](mailto:print@weichai.com).

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2295 3138 during business hours (9 a.m. to 6 p.m., Monday to Friday, excluding Hong Kong public holidays) or send an email to [print@weichai.com](mailto:print@weichai.com).

By Order of the Board of Directors  
**Weichai Power Co., Ltd.**  
Tan Xuguang  
Chairman

Note 1: Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, 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 and (f) a proxy form.

Note 2: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位登記股東：

**潍柴動力股份有限公司（「本公司」）**

**– 2023年報、股東周年大會及H股類別股東大會通函及委任表格（「本次公司通訊」）及環境、社會及管治報告（「環境、社會及管治報告」）之發佈通知**

本公司的本次公司通訊的中、英文版本已上載於本公司網站 [www.weichai.com](http://www.weichai.com) 及香港聯合交易所有限公司披露易之網站（「披露易網站」）[www.hkexnews.hk](http://www.hkexnews.hk)，歡迎瀏覽。若閣下之前選取收取本公司公司通訊<sup>(附註1)</sup>（「公司通訊」）之印刷版本，現向閣下奉送按照閣下之前所選擇的語言版本的本次公司通訊。閣下若因任何理由以致在收取或接收載於本公司網站上的本次公司通訊出現困難，閣下可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到 [print@weichai.com](mailto:print@weichai.com) 或以書面方式郵寄至本公司的H股股份過戶登記處（「H股股份過戶登記處」）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。本公司接到閣下通知後，將盡快向閣下免費發送有關本次公司通訊的印刷本。

**以電子方式發佈公司通訊之安排**

根據香港聯合交易所有限公司證券上市規則（「上市規則」）第2.07A條，現謹此通知閣下，本公司已採用以電子方式發佈公司通訊。請注意，所有日後公司通訊的英文版和中文版將在本公司網站 [www.weichai.com](http://www.weichai.com) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。

**徵集電子聯絡資料**

為確保及時收到最新的公司通訊及可供採取行動的公司通訊<sup>(附註2)</sup>，本公司建議閣下透過填妥及簽署隨附之回條（「回條」）並交回H股股份過戶登記處，地址為香港灣仔皇后大道東183號合和中心17M樓，以提供閣下的電子郵件地址。

若閣下在回條中沒有提供有效且可用的電郵地址，本公司將根據H股股份過戶處所存置的股東名冊上所示的地址透過郵寄方式向閣下發送(i)在公司網站上發佈公司通訊的通知函及(ii)所有日後可供採取行動的公司通訊的印刷本，直至閣下向股份過戶登記處提供有效且可用的電郵地址以接收該等公司通訊。

若閣下希望收取日後公司通訊之印刷本，請填妥本函背頁之回條或發送電子郵件至 [print@weichai.com](mailto:print@weichai.com)，並註明閣下的姓名、地址以及收取日後公司通訊印刷本的要求。請注意，收取日後公司通訊印刷本之指示由收悉閣下指示當日起計一年內有效，此後將過期。即使閣下以往曾經收到本公司就收取公司通訊語言版本及方式提供選擇的函件並已選擇收取印刷本，仍請閣下再次作出選擇。請注意閣下早前所作出收取印刷本的選擇將失效，唯如閣下早前選擇以電郵方式收取通知，該選擇將繼續有效。

環境、社會及管治報告已登載於本公司網站及披露易網站。閣下可於本公司網站主頁按「投資者關係」一項，再於「H股(02338)」項下瀏覽有關文件。閣下如欲索取環境、社會及管治報告之印刷本，請把上述要求經H股股份過戶登記處發送至本公司（寄送至上述地址）或以電郵發送至 [print@weichai.com](mailto:print@weichai.com)。

如對本信函內容有任何疑問，請致電本公司電話熱線(852) 2295 3138，辦公時間為星期一至五（香港公眾假期除外）上午九時正至下午六時正或發送電郵至 [print@weichai.com](mailto:print@weichai.com)。

承董事會命  
**潍柴動力股份有限公司**  
董事長  
譚旭光

2024年4月19日

附註1：公司通訊指公司向向其任何證券持有人提供資訊或提醒其採取行動而發佈或將要發佈的任何文件，包括但不限於(a)董事會報告、年度帳目以及審計報告副本以及（如適用）財務摘要報告；(b)中期報告及其中期報告摘要（如適用）；(c)會議通知；(d)上市文件；(e)通函和(f)代表委任表格。

附註2：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (the “H Share Registrar”) 17M Floor, Hopewell Centre 183 Queen’s Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司 (「H 股股份過戶登記處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓

(Please choose ONLY ONE of the options below) (請從以下選項中只選擇其中一項)

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized QR code

選項 1：掃描閣下專屬二維碼提供閣下之電子郵件地址，以接收公司通過電子方式發佈的日後公司通訊\*

You are NOT required to return this Reply Form if you choose Option 1. 如選擇了選項 1，閣下無須交回本回條。

Option 2: I/We hereby provide my/our email address in writing for receipt of future Corporate Communications\* of the following listed company (the “Company”) via electronic dissemination

選項 2：本人/吾等現以書面提供本人/吾等之電子郵件地址，以確保收到以下上市公司 (「本公司」) 通過電子方式發佈的日後公司通訊\*

Name of Securities holder(s) 證券持有人姓名：

Name of the listed company 上市公司名稱：

Weichai Power Co., Ltd. 濰柴動力股份有限公司

Email address 電郵地址：(Note 3 / 附註 3)

Grid for entering email address

Option 3: I/We hereby request for receipt of future Corporate Communications\* in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5) (Please mark “✓” in the below box if applicable)

選項 3：本人/吾等現要求收取日後公司通訊\*印刷版，並已知悉本指示由收取指示日期起計一年內有效。(附註 5) (如適用，請在以下方格內劃上「✓」號)

Printed English Version 英文印刷本

Printed Chinese Version 中文印刷本

Printed English and Chinese Versions 英文及中文印刷本

Signature(s): (Note 1)

簽名：(附註 1)

Contact number:

聯絡電話號碼：

Date:

日期：

Notes 附註:

1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚填妥閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。

2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。

3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications\*. 如本公司沒有收到閣下的有效電子郵件地址，閣下將無法收到有關發佈公司通訊\*的通知。

4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如閣下透過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址，只有閣下最後提供的電子郵件地址將會被用於登記。

5. If you mark “✓” in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received. 如閣下在選項 3 方格內劃上「✓」號，將不會有電子郵件地址被登記，只會收取公司通訊\*的印刷版。

6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，本公司將不予處理。

\* Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明，公司通訊乃指本公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通告及代表委任表格。

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”).
(ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company’s electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company.
(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the H Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
(iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO.

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 form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，請將郵寄標籤貼於信封上。如在本港投寄，閣下無需支付郵費或貼上郵票。