**WHISTLEBLOWING REPORT TEMPLATE**

**TO BE OPENED BY ADDRESSEE ONLY**

The HKCG Group is committed to maintaining good corporate governance, emphasizing accountability and high degree of transparency which enable our stakeholders to have trust and faith in the HKCG Group to take care of their needs and to fulfill its social responsibility.

The Whistleblowing Policy has been established to encourage and assist Whistleblowers to disclose information relevant to misconducts, malpractices or irregularities through a confidential reporting channel (to the extent possible). The HKCG Group will handle this report with care and will treat the Whistleblower’s concerns fairly and properly.

If you wish to make a report, please use this report template. Once completed, this report becomes confidential. You may send the report, in a sealed envelope clearly marked “To be opened by addressee only” and addressed to the Head of Corporate Audit & Risk Management of the HKCG Group, by post to the relevant addresses below or by email to “[HKCG.whistleblower@towngas.com](mailto:HKCG.whistleblower@towngas.com)”, “[ECO.whistleblower@towngas.com](mailto:ECO.whistleblower@towngas.com)” or “[GangHua.whistleblower@towngas.com](mailto:GangHua.whistleblower@towngas.com)”.

Please read the Whistleblowing Policy carefully before you fill in this template.

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| **To: Head of Corporate Audit & Risk Management of the HKCG Group \*** | |
| **Hong Kong Office**  The Hong Kong and China Gas Company Limited  14th floor, 363 Java Road, North Point, Hong Kong | **PRC Office**  Hong Kong & China Gas Investment Limited  17/F, Tower B, China Merchants Centre, No. 333 Liyuan Road, Luohu District, Shenzhen |
| **Your Name/Contact Telephone Number and Email**  Anonymous reports in general will not be acted upon. Therefore, it is strongly recommended that the report is not made anonymously. | **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employee** **Other Stakeholder** **(please specify:\_\_\_\_\_)**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Details of concerns:**  Please provide full details, such as names, dates and places and the reasons for the concerns (continue on separate sheet if necessary) together with any supporting evidence. | |
| ***Personal Information Collection Statement***  *All personal data collected will only be used for purposes which are directly related to the whistleblowing case you reported. Any anonymous reports not supplying such personal data in general will not be acted upon. Therefore, it is strongly recommended that the report should not be made anonymously. The personal data submitted will be held and kept confidential by the HKCG Group and may be transferred to parties with whom we will contact during our handling of this case, including the party being complained against or other parties concerned. The information provided may also be disclosed to law enforcement authorities or other concerned units. Where relevant, under the Personal Data (Privacy) Ordinance of Hong Kong, you shall have the right to request access to and correction of your personal data. If you wish to exercise these rights, requests should be made in writing to Head of Corporate Audit & Risk Management of the HKCG Group at Hong Kong address shown in this template.* | |

\* If the concerns raised involve a Director or an Executive Committee member of the Company or Towngas Smart Energy, or the Head of Corporate Audit & Risk Management of the HKCG Group, you may, at your own discretion, choose to report directly to the respective Chairman of the Board Audit and Risk Committee of the Company and Towngas Smart Energy by post at the same addresses above, or by email to “[BAC.Chairman.HKCG@towngas.com](mailto:BAC.Chairman.HKCG@towngas.com)” or “[BAC.Chairman.1083@towngas.com](mailto:BAC.Chairman.1083@towngas.com)”.