



Personal Identification Number

3 April 2020

Dear Shareholders,

**2020 Annual General Meeting (“AGM”)**

The AGM of the Company will be held at 1st Floor, Harbour Grand Kowloon, 20 Tak Fung Street, Hung Hom, Kowloon, Hong Kong on Wednesday, 13 May 2020 at 2:45 p.m.

With the outbreak and spreading of the COVID-19 pandemic and the heightened requirements for the prevention and control of its spreading, to safeguard the health and safety of Shareholders who might be attending the AGM in person, the Company will implement the following precautionary measures at the AGM.

***Voting by proxy in advance of the AGM:*** The Company does not in any way wish to diminish the opportunity available to Shareholders to exercise their rights and to vote, but is conscious of the pressing need to protect them from possible exposure to the COVID-19 pandemic. For their health and safety of Shareholders, the Company would like to encourage Shareholders to exercise their right to vote at the AGM by appointing the Chairman of the AGM as their proxy instead of attending the AGM in person. Physical attendance is not necessary for the purpose of exercising Shareholder rights. **Completion and return of the proxy form will not preclude Shareholders from attending and voting in person at the AGM or any adjournment thereof should they subsequently so wish.**

**The deadline to submit completed proxy forms is Monday, 11 May 2020 at 2:45 p.m.** Completed proxy forms must be returned to the registered office of the Company, Unit 2005, 20th Floor, Cheung Kong Center, 2 Queen’s Road Central, Hong Kong.

***AGM proceedings online:*** Registered Shareholders not attending the AGM in person may view a live webcast of the AGM proceedings through <https://www.powerassets.com/en/agm> (“AGM Website”). The AGM webcast will be open approximately 30 minutes prior to the commencement of the AGM and can be accessed from any location with access to the internet with a smart phone, tablet device or computer. Please however note that in accordance with the Company’s Articles of Association, Shareholders joining the webcast will not be counted towards a quorum nor will they be able to cast their vote online.

**TO ACCESS THE WEBCAST, PLEASE FOLLOW THE INSTRUCTIONS ON THE AGM WEBSITE AND ENTER THE DESIGNATED DISTINCTIVE USERNAME AND PASSWORD BELOW:**

***Username:*** *your 10-digit shareholder reference number starting with “C” (“SRN”) printed under the barcode on the top right corner of this letter*

***Password:*** *the five-digit Personal Identification Number (“PIN”) below the SRN*

**Please keep the SRN and PIN in safe custody for use on the day of the AGM and do not disclose them to any other person.** The webcast will be open approximately 30 minutes prior to the commencement of the AGM. Shareholders are welcome to try logging in in good time. In this regard, the Company will also be posting on its website a User Guideline for the webcast on Thursday, 30 April 2020.

**Questions at or prior to the AGM:** Registered Shareholders will be able to raise questions relevant to the proposed resolutions online during the webcast. It is also possible for questions to be sent by email at AGM2020@powerassets.com (SRN required) from 9 May 2020 (9:00 a.m.) to 11 May 2020 (7:00 p.m.). Whilst the Company will endeavour to respond to all questions at the AGM, due to time constraint, unanswered questions will be responded to after the AGM as appropriate.

**Shareholders are strongly encouraged to cast their votes by submitting a proxy form appointing the Chairman of the AGM as their proxy and to watch the live webcast of the AGM.**

In addition, to safeguard the health and safety of Shareholders who might be attending the AGM in person, the Company will also implement the following additional precautionary measures at the AGM. For details of such measures, please refer to the circular of the Company which is sent together with this letter or is otherwise available at the AGM Website.

- (1) Compulsory temperature screening/checks
- (2) Submission of Health Declaration Form
- (3) Wearing of surgical face mask (please bring your own)
- (4) No provision of refreshments or drinks
- (5) No provision of shuttle bus service

To the extent permitted under law, the Company reserves the right to deny entry into the AGM venue or require any person to leave the AGM venue so as to ensure the health and safety of the attendees at the AGM.

Due to the constantly evolving COVID-19 pandemic situation in Hong Kong, the Company may be required to change the AGM arrangements at short notice. Shareholders should check the Company's website or the AGM Website for future announcements and updates on the AGM arrangements.

If Shareholders have any questions relating to the AGM, please contact Computershare Hong Kong Investor Services Limited, the Share Registrar of the Company, as follows:

Computershare Hong Kong Investor Services Limited  
Shops 1712-1716, 17th Floor  
Hopewell Centre  
183 Queen's Road East  
Wanchai, Hong Kong  
Telephone: +852 2862 8555  
Facsimile: +852 2865 0990  
Email: hkinfo@computershare.com.hk

Yours faithfully,  
For and on behalf of  
**Power Assets Holdings Limited**  
**Alex Ng**  
*Company Secretary*