

# 第一拖拉机股份有限公司 FIRST TRACTOR COMPANY LIMITED\*

(a joint stock 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 / 股份編號 : 0038)

## NOTIFICATION LETTER 通知信函

16 December 2011

Dear Registered holder,

### **First Tractor Company Limited (the “Company”) – Notice of Publication of Circular, 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.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor) and the HKExnews’ website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of the Current Corporate Communication are enclosed (if applicable).

You 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 you have previously conveyed to the Company. If you want to change the choice of language and means of receipt of all future Corporate Communications, please complete and sign the Change Request Form printed on the reverse side of this letter and send it to the Company’s H Shares Registrar, c/o Hong Kong Registrars Limited (the “Hong Kong Shares 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 and send it to the Hong Kong Shares Registrar, the address is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Change Request Form may also be downloaded from the Company’s website at [www.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor) or the HKExnews’ website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk).

If you want to receive another printed language version of the Current Corporate Communication, please write or send email at [ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk) to the Company c/o the Hong Kong Shares Registrar specifying your name, address and request. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications via website version but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, the Company will promptly upon your request send the Current Corporate Communication to you in printed form free of charge.

Should you have any queries relating to this letter, please contact the Company by calling its hotline at (852) 2862 8688 during business hours (9:00a.m. to 6:00p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
First Tractor Company Limited

\* For identification purposes only

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; (f) a proxy form; and (g) reply slip.

各位登記持有人：

### **第一拖拉机股份有限公司（「本公司」） - 通函、代理人委任表格及回條（「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.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor))及香港聯合交易所有限公司（「聯交所」）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)。

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、或只收取英文印刷本、或只收取中文印刷本; 或同時收取中、英文印刷本, 費用全免。如閣下欲更改今後所有公司通訊文件之語言版本及收取方式, 請填妥及簽署在本函背面的更改指示回條, 並使用隨附之郵寄標籤及毋須貼上郵票(如在香港投寄); 否則, 請貼上適當的郵票, 寄回本公司H股證券登記處, 香港證券登記有限公司（「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。更改指示回條亦可於本公司網站([www.irasia.com/listco/hk/firsttractor](http://www.irasia.com/listco/hk/firsttractor))或聯交所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下欲收取本次公司通訊文件之另一語言印刷本, 請以書面或電郵方式送交到香港證券登記處([ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk)), 請註明閣下的姓名、地址及要求。即使閣下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, 閣下只要提出要求, 我們將儘快向閣下寄上所要求的本次公司通訊文件的印刷版本, 費用全免。

如閣下對本函件有任何疑問, 請於營業時間內(星期一至星期五, 上午九時至下午六時, 香港公眾假期除外)致電本公司熱線(852)2862 8688查詢。

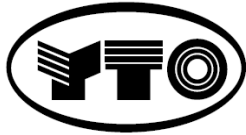
第一拖拉机股份有限公司  
謹啓

2011年12月16日

\* 僅供識別

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;(f)代理人委任表格;及(g)回條。

161211-4



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(於中華人民共和國註冊成立的股份有限公司)  
(Stock Code / 股份編號 : 0038)

## Change Request Form 更改指示回條

To: **First Tractor Company Limited (the "Company")**  
c/o Hong Kong Registrars Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

致: **第一拖拉机股份有限公司 (「本公司」)**  
經香港證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive future Corporate Communications of the Company in the manner as indicated below:

本人/我們希望日後以下列方式收取貴公司之公司通訊文件:

(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 read the **Website version** of all future Corporate Communications published on the Company's website and The Stock Exchange of Hong Kong Limited's (the "**Stock Exchange**") website in place of receiving printed copies and receive a printed notification letter of the publication of the Website Version; **OR**  
瀏覽在貴公司網站及香港聯合交易所有限公司(「聯交所」)網站發表之公司通訊文件**網上版本**, 以代替印刷本並收取公司通訊文件網上版本已刊發的通知信函印刷本; **或**
- to receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**  
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**  
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.  
同時收取公司通訊文件之**英文及中文印刷本**。

Signature:

簽名

Contact telephone number:

聯絡電話號碼

Date:

日期

\*For identification purposes only

\*僅供識別

Notes:

附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
- By selecting to read the Website Version of the Corporate Communications published on the Company's website and the Stock Exchange's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.  
在選擇瀏覽在本公司網站及聯交所網站發出之公司通訊文件網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊文件印刷本的權利。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's H Shares Registrar, Hong Kong Registrars Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to [ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk).  
上述指示適用於將來發送至閣下之所有公司通訊文件, 直至閣下發出合理書面通知予本公司之H股證券登記處, 香港證券登記有限公司, 地址為香港灣仔皇后大道東183號合和中心17M樓或電郵至 [ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk) 另作選擇為止。
- You are entitled to change your election of language and means of receipt of the Corporate Communications at any time by reasonable notice in writing to the Company's H Shares Registrar. Such notice may also be sent via email to [ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk).  
閣下有權隨時發出合理書面通知本公司H股證券登記處, 要求更改選擇公司通訊文件的語言版本及收取方式。閣下亦可透過電郵發出以上通知, 電郵地址為 [ftc.ecom@computershare.com.hk](mailto:ftc.ecom@computershare.com.hk)。
- If you choose Website Version, a notification of publication of the Corporate Communications on the Company's website and the Stock Exchange's website will be sent to you in the future.  
如閣下選擇收取網上版本, 本公司將來會向閣下寄發有關公司通訊文件已登載於本公司網站及聯交所網站的通知信函。
- If you have chosen to receive the Corporate Communications using electronic means but have any difficulty in receiving or gaining access to the Corporate Communications for any reason, the Company will promptly upon your notice send the printed version of the Corporate Communications to you free of charge.  
閣下選擇以電子途徑收取公司通訊文件, 若因任何理由以致在收取或接收本次公司通訊文件出現困難, 本公司將於接到閣下通知後, 立即向閣下免費發送公司通訊文件的印刷本。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
為免存疑, 任何在本更改指示回條上的額外手寫指示, 本公司將不予處理。

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閣下寄回此更改指示回條時, 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 Change Request Form to us.

No postage stamp necessary if posted in Hong Kong.

### 郵寄標籤 MAILING LABEL

香港證券登記有限公司  
Hong Kong Registrars Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong