



## Kingsoft Corporation Limited

### 金山軟件有限公司

(Continued into the Cayman Islands with limited liability)

(於開曼群島持續經營的有限公司)

(Stock Code / 股份代號: 03888)

## NOTIFICATION LETTER 通知信函

21 April 2022

Dear Registered holder,

### Kingsoft Corporation Limited (the "Company")

### - Notice of Publication of Annual Report ("Current Corporate Communications") and Environmental, Social and Governance Report

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at [www.kingsoft.com](http://www.kingsoft.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of 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 at the reverse side of this letter and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Share 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 to the Hong Kong Share 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.kingsoft.com](http://www.kingsoft.com) or the HKEXnews website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you want to receive another printed version of the Current Corporate Communication, please write or send email at [kingsoft.ecom@computershare.com.hk](mailto:kingsoft.ecom@computershare.com.hk) to the Company c/o the Hong Kong Share 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.

The Environmental, Social and Governance Report published in electronic form only, is also available on the Company's website and the website of HKEX. If you wish to receive a printed copy of the Environmental, Social and Governance Report, you may submit your request to the Share Registrar by post at the above address or by e-mail to [kingsoft.ecom@computershare.com.hk](mailto:kingsoft.ecom@computershare.com.hk).

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

Yours faithfully,  
**Kingsoft Corporation Limited**

*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 and (f) a proxy form.*

各位登記持有人：

### 金山軟件有限公司（「本公司」）

### - 年度報告（「本次公司通訊文件」）以及環境、社會及管治報告之發佈通知

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.kingsoft.com](http://www.kingsoft.com))及香港交易所披露易網站([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，寄回香港中央證券登記有限公司（「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.kingsoft.com](http://www.kingsoft.com))或香港交易所披露易網站([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，請以書面或以電郵方式 ([kingsoft.ecom@computershare.com.hk](mailto:kingsoft.ecom@computershare.com.hk)) 送交到香港證券登記處，請註明閣下的姓名、地址及要求。如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，股東只要提出要求，我們將盡快向閣下寄上所要求的有關文件的印刷版本，費用全免。

僅以電子形式發佈的環境、社會及管治報告亦已於本公司網站及香港交易所網站登載。如閣下欲收取環境、社會及管治報告的印刷本，閣下可向股份過戶登記處（郵寄至上述地址或電郵至 [kingsoft.ecom@computershare.com.hk](mailto:kingsoft.ecom@computershare.com.hk)）提出有關要求。

如對本函內容有任何疑問，請致電香港證券登記處電話熱線(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。

金山軟件有限公司  
謹啟

2022 年 4 月 21 日

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；及(f)代表委任表格。

-----KSFH-21042022-1(0)

**Kingsoft Corporation Limited****金山軟件有限公司***(Continued into the Cayman Islands with limited liability)**(於開曼群島持續經營的有限公司)***(Stock Code / 股份代號 : 03888)****Change Request Form 更改指示回條**

**To: Kingsoft Corporation Limited (the "Company")**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

**致: 金山軟件有限公司 (「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 future Corporate Communications of the Company in the manner as indicated below:

本人/我們希望日後收取公司通訊作下列更改:

(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 in place of receiving printed copies and receive a printed notification of the publication of the Website Version; **OR**

瀏覽在公司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；**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

Notes:

附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本回條作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本回條將會作廢。
- 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 Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
上述指示適用於將來發送至閣下之所有公司通訊，直至閣下發出合理書面通知予本公司之股份證券登記處，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 樓另作選擇為止。
- If you 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.  
閣下因任何理由以致在收取或接收本次公司通訊出現困難，本公司將於接到閣下通知後，立即向閣下免費發送本次公司通訊的印刷本。
- 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。

**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 Request Form to us.

**No postage is necessary if posted in Hong Kong.**

當閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。

**Get in touch with us 與我們聯繫**

Send us an enquiry 垂詢

Rate our service 評價

Lodge a complaint 投訴

**Contact Us 聯繫我們**

www.computershare.com/hk/contact

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