



Genscript Biotech Corporation
金斯瑞生物科技股份有限公司*

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 1548)

21 September 2018

Dear Non-registered Shareholder^(Note),

Election of Language and Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Genscript Biotech Corporation (the “**Company**”), the Company will make available the following options for you to elect for the receipt of future corporate communications (“**Corporate Communications**”) of the Company, which means any documents issued or to be issued by the Company for the information or action of any holders 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, in the following manners:

- (1) to read future Corporate Communications published on the Company’s website at www.genscript.com (“Website Version”) in place of receiving printed copies, and receive a printed notification letter of the publication of the Corporate Communications on website by post; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communications.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to select the Website Version. To make your election, please mark (X) in the appropriate box on the enclosed reply form and sign and return it by post or hand delivery to the Company c/o its Hong Kong share registrar (the “Hong Kong Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If you post it in Hong Kong, you may use the mailing label in the reply form and need not affix a stamp when returning your reply form. Otherwise, please affix an appropriate stamp.

If the Company does not receive the enclosed reply form or receive a response indicating the objection from you by 19 October 2018 and until you inform the Company c/o the Hong Kong Share Registrar by reasonable notice in writing according to the relevant laws and regulations, you are deemed to consent to the Website Version only, and a notification letter of the publication of the Corporate Communications on website will be sent to you.

Please note that (a) printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Hong Kong Share Registrar on request; and (b) the same will also be available on the Company’s website at www.genscript.com and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk.

Should you have any queries in relation to this letter, please call the Hong Kong Share Registrar’s hotline 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,
For and on behalf of
Genscript Biotech Corporation
Dr. Zhang Fangliang
Chairman and Chief Executive Officer

Note: This letter is addressed to Non-registered Shareholders. “Non-registered Shareholder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) (either directly as a beneficial shareholder or through a broker or custodian) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited of his/her/its wishes to receive Corporate Communication. If you have sold or transferred your shares in the Company, please disregard this letter and Reply Form on reverse side.

GBCH-21092018-1(0)

* For identification purposes only



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Non-registered Shareholder Name and Address:
非登記股東之姓名及地址:

Reply Form 回條

To: Genscript Biotech Corporation (the “Company”)
(Stock Code: 1548)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen’s Road East,
Wan Chai, Hong Kong

致: 金斯瑞生物科技股份有限公司 (「本公司」)
(股份代號: 1548)
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 all the future Corporate Communications* of the Company (“Corporate Communications”) in the manner as indicated below:

本人/吾等欲以下列方式收取所有日後之本公司通訊:

(Please mark **ONLY ONE (x)** of the following boxes)

(請僅在下列其中一個空格內劃上 (X) 號)

☐ To read the version of the Corporate Communication in **electronic form** published, in both English and Chinese languages on the Company’s website (“Website Version”) in place of receiving printed copies, and receive **printed notification letter** of the publication of the Corporate Communications on the Company’s website by post every time that the Company publishes a Corporate Communication on its website; **OR**
瀏覽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已在網上刊發之**通知信函**; 或

☐ **Printed English** copy ONLY; **OR**
僅收取**英文印刷本**; 或

☐ **Printed Chinese** copy ONLY; **OR**
僅收取**中文印刷本**; 或

☐ Both **printed English and Chinese** copies.
收取**中、英文印刷本**。

Signature(s)
簽署

Contact Phone Number
聯絡電話號碼

Date
日期

Notes 備註:

- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
- This letter is addressed to Non-registered shareholders (“Non-registered shareholder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS), either directly as a beneficial shareholder or through a broker or custodian, and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited of his/her/its wishes to receive Corporate Communication).
本函件乃向非登記持有人發出。「非登記持有人」指股份存放於中央結算及交收系統, 及不時透過香港中央結算有限公司通知本公司希望收到公司通訊的人士或公司(彼等直接實益持有股份, 或透過經紀或保管人持有該等股份)。
- If the Company does not receive this reply form or receive a response indicating the objection from you by 19 October 2018, you are deemed to consent to the Website Version only, all future Corporate Communications will be sent out in the manner specified in the Company’s letter dated 21 September 2018 and we will send you a notification letter of the publication of the Corporate Communications on website.
倘若本公司於 2018 年 10 月 19 日尚未收到 閣下的回條或表示反對的回覆, 閣下將被視為已同意以網上方式收取公司通訊, 而本公司將按 2018 年 9 月 21 日之本公司函件內所述之方式只向 閣下寄發就其於網站登載公司通訊之通知函。
- By selecting to read the Website Version of the Corporate Communications published on the Company’s website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
在選擇閱覽在本公司網站發出之公司通訊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印刷本的權利。
- The above instruction will apply to all Corporate Communication to be sent to you until you notify to the Company c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.
上述指示適用於發送予 閣下之所有公司通訊, 直至 閣下經香港中央證券登記有限公司通知本公司另外之安排或任何時候 閣下停止持有本公司的股份為止。
- For the avoidance of doubt, we do not accept any special instructions written on this reply form.
為免存疑, 任何在本回覆表格上的額外手寫指示, 本公司將不予處理。

*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.

公司通訊包括但不限於:(a)董事會報告、年度賬目連同核數師報告及(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。

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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

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong



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