

To Manager, Accounts Department
CLP Vendors

From Finance Shared Services Team

- Accounts Payable

Date 12 December 2025

Total pages 1 (including this page)

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c.c Senior Material Operations Supervisors
Warehouse Operations Manager
Senior Manager -Financial
Accounting (CLP Power)

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Dear Sir/Madam,

End of Financial Year 2025

Your attention to and co-operation in the following matters would be much appreciated: -

1. For goods or services supplied by foreign vendor up to **31 December, 2025**, or goods ready for delivery against our ex works orders/shipped on board against our F.O.B. orders, the invoices should reach us no later than **30 December, 2025 noon**.
2. All invoices of local vendor should be sent in immediately after goods or services delivery.
3. The invoice submission channel is be as follows:

| Invoice Type | | Supplier Portal - Submit with PO number | Email digital invoice (AP_invoice@clp.com.hk) |
|------------------------------|-----------------------------|---|--|
| Purchase Order Invoice | Unenabled Pay on Receipt | Yes | Yes |
| | Enabled Pay on Receipt | No | No |

4. Our Stores will be closed for stocktaking on **31 December, 2025**. No deliveries will be accepted on that day except in an emergency in which case you will be notified by telephone.

Should you have any queries on invoice submission, please contact our Mr Jacky Yeung at email address: jacky.yeung@clp.com.hk

Finance Shared Services Team

Information Classification: PROPRIETARY

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