

FORTUNE

To whom it may concern,
敬启者

Fortune Magazine is currently compiling its **2021** Directory of the 500 Largest Global Corporations. This is the 65th consecutive year that we have compiled a global list. It is scheduled to be published in our August 1st issue.

《财富》杂志现已启动 2021 年度《财富》世界 500 强榜单的评选工作。这是《财富》500 强持续不断的第 65 届评选。评选结果将于 8 月 1 日出版的《财富》杂志上刊出。

To ensure accuracy, we would appreciate your help in completing the enclosed questionnaire. Please return the questionnaire along with the supporting financial statements for **2020** as soon as possible to our representatives listed below. The absolute deadline for filing this form is Monday, **June 14, 2021**. Companies which are 1) participating for the first time in two years or a longer period; or 2) there is a major change in corporate structure or a major merger in 2020, please provide the financial statements and staff number for **2019** as well.

为确保准确性，请贵公司填写所附问卷表。请尽快将填写完毕的问卷表连同支持问卷表数据的 2020 年财务报表通过电子邮件发送给本刊在贵国的代表（联系方式如下）。发回问卷表及财务报表的最终截止日期为 2021 年 6 月 14 日星期一。企业如在两年或更长时间内首次申报，或过去一年内发生重大结构变化和并购的，请同时提供 2019 年的财务报表和员工总数。

Please give data in RMB yuan; we convert figures into U.S. dollars at official exchange rates. The exchange rate used for revenue and net income is the average rate for the year. The average is computed by average the monthly average rates for the year of 2020. The rate used for assets and equity is the rate at yearend which is Dec. 31, 2020.

请提供人民币数据。我们将按照官方汇率换算为美元。计算总收入与净收入的是年均汇率，以 2020 年每月平均汇率的平均值计算。计算资产与股权的是 2020 年 12 月 31 日当天的汇率。

Here is the exchange rate we will use:
我们采用的汇率如下：

	美元/1 元人民币 \$ per Renminbi	人民币/1 美元 Renminbi per \$
2020 12 month Avg.	0.1449	6.900
12/31/2020-month end	0.1533	6.525

Each company who is participating should appoint a contact person at the company. If the contact person has changed, the new contact person's name, title, mobile phone number, phone number, e-mail address, WeChat account name and mailing address are required as soon as possible.

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贵公司请指定一位申报联系人，并提供该联系人的姓名、职位、手机号码、电话号码、电子邮件、微信号及地址，变更联系人请及时告知并提供新的联系信息。

Please always name your documents in English. Please choose "return email" to reply us. This way all the mail exchange between us will be kept and shown accordingly. The core words of the subject of our email include "2021 Fortune Global 500" and your company's name in both Chinese and English.

请以英文命名所有申报文件。我们发送的申报启动邮件主题为“2021《财富》世界500强申报”+贵公司中英文名称，请自始至终在此邮件基础上回复所有人，以便有案可查。

If your company named a new CEO or chairman (depends on who you choose to fill in the survey), please provide the time of the appointment in your email.

如在去年申报之后更换过首席执行官（或董事长，以贵公司实际填写为准），请在提交申报资料的邮件里注明更换时间。

If the total employee number has changed obviously, please tell us the reason briefly in your email.

如员工总数发生较大变化，请于邮件中简要说明原因。首次申报或重新申报公司请在提交申报资料的邮件中补充注明2019年的员工总数。

Attached please find the "Requirements to make the 2021 Fortune Global 500".

附上“2021年《财富》世界五百强申报要求”供参考。

All information will be kept confidential until our publication date. Thank you for your cooperation and assistance.

在榜单公布日前，贵公司所提交的信息将被保密。感谢您的合作与协助。

Very truly yours,



Scott DeCarlo
Fortune Global 500 Editor
《财富》世界500强编辑



Julia Chu 褚丽
Chief Representative of Fortune Global 500
China
《财富》世界500强中国区总代表
FG500China@fortune.com