



新鴻基地產發展有限公司

Sun Hung Kai Properties Limited

(Incorporated in Hong Kong with limited liability)
Stock Codes: 16 (HKD counter) and 80016 (RMB counter)

NOTIFICATION LETTER

8 October 2024

Dear Non-registered Shareholder^(Note 1),

Sun Hung Kai Properties Limited (the “Company”)

– Notice of publication of (i) the 2023/24 Annual Report; (ii) the Circular in relation to the proposals for general mandates to buy back shares and to issue shares and re-election of Directors and the notice of annual general meeting; (iii) the Proxy Form for 2024 annual general meeting (collectively the “Current Corporate Communications”); and (iv) the Sustainability Report 2023/24 (the “Sustainability Report”); and arrangement for dissemination of corporate communications

We are pleased to inform you that the English and Chinese versions of the Current Corporate Communications are available on the Company’s website at www.shkp.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at www.hkexnews.hk. You may access the Current Corporate Communications (i) by clicking “Investor Relations” section in the menu on the home page of the Company’s website, then confirming your acknowledgement of and agreement to the “Investor Relations” disclaimer and selecting “Financial Results & Reports” (for the 2023/24 Annual Report) and “Announcements” (for the other Current Corporate Communications); or (ii) by browsing through the HKEX’s website. If you have elected to receive the Corporate Communications^(Note 2) in printed form, the printed version of your selected language(s) of the Current Corporate Communications are enclosed herewith.

Please note that the 2024 annual general meeting of the Company (the “AGM”) will be held at 53rd Floor (as the principal meeting venue) and 4th Floor (as the additional meeting venue), Sun Hung Kai Centre, 30 Harbour Road, Hong Kong on Thursday, 7 November 2024 at 12:00 noon. If you wish to attend and vote at the AGM, please seek authorization from your Intermediary(ies)^(Note 3) direct.

The Sustainability Report is published in electronic form only and is available on the websites of the Company and HKEX. If you wish to receive a printed copy of the Sustainability Report, please make your written request to the Company c/o Computershare Hong Kong Investor Services Limited (“Computershare”, the Share Registrar of the Company) by email at shkp@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

If you wish to receive printed copies of the Current Corporate Communications or in the language version other than your existing choice, please make your written request to the Company c/o Computershare by email or by post.

Arrangement for Dissemination of Corporate Communications

To ensure timely receipt of the latest Corporate Communications, the Company recommends you to receive all future Corporate Communications by electronic means through the Company’s website (the “Electronic Version”) instead of in printed form (in English only or in Chinese only or in both languages) (the “Printed Version”).

As a non-registered shareholder, if you wish to receive the Electronic Version instead of the Printed Version with email notifications of the publication of the same on the Company’s website, you should liaise with your Intermediary(ies) and provide them with your email address for receiving the notifications.

Please note that your previous election to receive the Printed Version will be disregarded. If you wish to receive or continue to receive the Printed Version, please sign and return the enclosed reply form (the “Reply Form”) to the Company c/o Computershare by email or by post (using the mailing label at the bottom of the Reply Form). Your request for receiving the Printed Version will be valid until, whichever is earlier, such request is revoked in writing or the time when the Company publishes its next Annual Report in the following year. If you do not take any action, you will receive the Electronic Version with notifications of publication of the same on the Company’s website by post or by email (if valid email address has been provided).

You may also at any time change your choice of language and/or means of receipt of all future Corporate Communications by giving reasonable notice (of not less than 7 days) in writing. Please send your request to the Company c/o Computershare by email or by post or by signing and returning the Reply Form to the Company c/o Computershare. The Reply Form can also be downloaded from the websites of the Company and HKEX.

Should you have any queries relating to this letter, please call the Company’s hotline at (852) 2828 8648 from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

Yours faithfully,
YUNG Sheung-tat, Sandy
Company Secretary

Notes:
1. This letter is addressed to non-registered shareholder (i.e. such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form.
2. Corporate Communications mean any documents from the Company for the information or action of holders of any of its securities or the investing public, which include but are not limited to (a) directors’ reports and annual financial statements together with independent auditor’s reports; (b) interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.
3. Intermediary(ies) refer(s) to the bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held.

This letter is made in English and Chinese. In case of any inconsistency, the English version shall prevail.



Reply Form 回條

(For non-registered shareholder) (只供非登記股東)

To: Sun Hung Kai Properties Limited (the "Company")
Stock Codes: 16 (HKD counter) and 80016 (RMB counter)
c/o Computershare Hong Kong Investor Services Limited ("Computershare")
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wan Chai, Hong Kong
(or by email to: shkp@computershare.com.hk)

致：新鴻基地產發展有限公司（「本公司」）
股份代號 16（港幣櫃台）及 80016（人民幣櫃台）
經香港中央證券登記有限公司（「中央證券」）
香港灣仔皇后大道東一八三號
合和中心十七 M 樓
(或電郵至: shkp@computershare.com.hk)

REMINDER 提示

As a non-registered shareholder, if you wish to receive all future Corporate Communications^(Note 1) by electronic means through the Company's website instead of in printed form with email notifications of the publication of the same on the Company's website, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held and provide them with your email address for receiving the notifications.

作為非登記股東，如欲以電子方式透過本公司網站收取所有日後刊發之公司通訊^(附註 1)，以代替收取印刷本，並收取有關公司通訊已登載於本公司網站的電郵通知，閣下應聯絡代 閣下持有本公司股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司，並向其提供 閣下的電郵地址以收取通知。

I/We would like to receive all future Corporate Communications in the following manner:

本人/吾等欲以下列方式收取所有日後刊發之公司通訊：

(Please mark an (X) in ONLY ONE of the following boxes)
(請僅在下列其中一個空格內劃上「X」號)

- | | | |
|--|--|--|
| <input type="checkbox"/> in printed form in English ONLY; OR
僅收取英文印刷本；或 | <input type="checkbox"/> in printed form in Chinese ONLY; OR
僅收取中文印刷本；或 | <input type="checkbox"/> in printed form in both English and Chinese.
同時收取英文及中文印刷本。 |
|--|--|--|

Full Name(s) of Non-registered Shareholder(s)[#]

非登記股東姓名[#]

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact telephone number

聯絡電話號碼

Address[#]

地址[#]

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature(s)

簽名

Date

日期

[#] You are required to fill in the details if you download this form from the website. 假如 閣下從網站下載本表格，請必須填上有關資料。

Notes 附註：

- Corporate Communications mean any documents from the Company for the information or action of holders of any of its securities or the investing public, which include but are not limited to (a) directors' reports and annual financial statements together with independent auditor's reports; (b) interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.
公司通訊指本公司發出以供其任何證券持有人或投資大眾參照或採取行動之任何文件，包括但不限於：(a)董事局報告書及年度財務報表連同獨立核數師報告書；(b)中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。
- The instruction above will apply to all future Corporate Communications until, whichever is earlier, such request is revoked in writing or the time when the Company publishes its next Annual Report in the following year.
上述指示將適用於所有日後刊發之公司通訊，直至該要求經書面方式被撤回或本公司於翌年刊發下一份年報為止（以較早者為準）。
- For the avoidance of doubt, the Company does not accept any special instructions written on this form.
為免存疑，任何在本表格上的額外手寫指示，本公司將不予處理。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
本聲明中所指的「個人資料」具有香港法例第四百八十六章個人資料（私隱）條例（「私隱條例」）中「個人資料」的涵義。
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions.
閣下是自願向本公司提供個人資料。若 閣下未能提供足夠資料，本公司可能無法處理 閣下之指示。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any stated purposes, and retained for such period as may be necessary for verification and record purposes.
本公司可就任何所說明的用途，將 閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing and sent to the Personal Data Privacy Officer of Computershare by post or by email to PrivacyOfficer@computershare.com.hk.
閣下有權根據私隱條例的條文要求查閱及/或修改 閣下的個人資料。任何該等要求均須以書面方式郵寄至中央證券的個人資料私隱主任，或電郵至 PrivacyOfficer@computershare.com.hk。

This form is made in English and Chinese. In case of any inconsistency, the English version shall prevail.

本表格以英文及中文發出，中英文版本內容如有任何不相符，概以英文版本為準。

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MAILING LABEL 郵寄標籤

Please cut the mailing label and stick this on the envelope to return this form to us.

No postage stamp necessary if posted in Hong Kong.

閣下寄回本表格時，請將郵寄標籤黏貼於信封上。

如在本港投寄毋須貼上郵票。

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