



# CHINA OVERSEAS PROPERTY HOLDINGS LIMITED

## 中海物業集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code: 2669)

(股份代號：2669)

28 April 2021

Dear Shareholder(s),

### Letter to New Shareholders — Election of means of receipt of Corporate Communications

In order to protect the environment and reduce costs for the benefit of shareholders, China Overseas Property Holdings Limited (the “Company”) offers to you to choose to receive its Corporate Communications<sup>Note</sup> by electronic means through the Company’s website at <http://www.copl.com.hk> (the “Electronic Communication Option”).

If you wish to choose to receive the Company’s Corporate Communications by the Electronic Communication Option, please complete **Part B** of the **Reply Form** and return it to the Company’s Branch Share Registrar in Hong Kong, Tricor Investor Services Limited by email at [copl2669-ecom@hk.tricorglobal.com](mailto:copl2669-ecom@hk.tricorglobal.com) or by post using the mailing label provided in the form.

If you elect the Electronic Communication Option and have specified your email address in **Part B** of the **Reply Form**, we will send you an email notification each time when new Corporate Communications are posted on the Company’s website. In case you do not provide your email address, we will notify you by post instead.

Please note that you may change your choice of means of receipt of Corporate Communications at any time, free of charge, by giving reasonable prior notice, and completing **Part B** of the **Reply Form** and returning the same to the Company’s Branch Share Registrar by way of facsimile, email or post. A **Reply Form** will be sent to you together with future notification letters or can be obtained from the Company’s Branch Share Registrar.

Even if you have opted for the Electronic Communication Option and for any reason having difficulty in receiving or gaining access to the Corporate Communications, please notify the Company’s Branch Share Registrar by completing the **Reply Form** for requesting Corporate Communications in printed form free of charge.

If you have any queries relating to this letter, please call the Company’s hotline at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,  
For and on behalf of  
**China Overseas Property Holdings Limited**  
**Zhang Guiqing**  
Chairman and Executive Director

**Note:** Corporate Communications include any publication issued or to be issued by the Company for information or action of holders of any of its securities, including, but not limited to, directors’ reports, annual accounts together with independent auditor’s reports, interim reports, notices of meetings, circulars, proxy forms and “Corporate Communications” as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

各位股東，

### 致新股東之函件 — 選擇收取公司通訊的方式

為支持環保及為股東利益而節省成本，中海物業集團有限公司（「本公司」）謹請閣下選擇透過本公司之網站<http://www.copl.com.hk>以電子方式瀏覽公司通訊<sup>附註</sup>（「電子通訊選擇」）。

倘閣下欲選擇透過電子通訊選擇收取本公司的公司通訊，謹請閣下填妥回條乙部，並電郵至[copl2669-ecom@hk.tricorglobal.com](mailto:copl2669-ecom@hk.tricorglobal.com)或以回條內所提供的郵寄標籤寄回本公司香港股份過戶登記分處 — 卓佳證券登記有限公司。

如閣下已選擇電子通訊選擇並已在回條乙部內註明閣下之電郵地址，我們將會在每次刊載新公司通訊於本公司之網站時以電郵方式通知閣下。倘若閣下未有提供電郵地址，本公司將會改以郵寄方式知會閣下。

請注意閣下可透過作出合理事先通知，並填寫回條乙部及通過傳真、電郵或郵寄方式交回本公司股份過戶登記分處，以隨時更改收取公司通訊的方式，費用全免。回條將連同日後之通知函件寄發予閣下或閣下可向本公司股份過戶登記分處索取。

然而，倘閣下已選取電子通訊選擇，卻因任何理由引致收取或接收公司通訊上出現困難，謹請透過填妥回條知會本公司股份過戶登記分處，以免費索取公司通訊的印刷本。

如閣下對本函件有任何疑問，請於星期一至星期五（公眾假期除外）上午九時至下午五時，致電本公司電話熱線(852) 2980 1333查詢。

代表  
中海物業集團有限公司  
主席兼執行董事  
張貴清  
謹啟

二零二一年四月二十八日

附註：公司通訊包括本公司發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：董事會報告、年度賬目連同獨立核數師報告、中期報告、會議通告、通函、代表委任表格，以及任何香港聯合交易所有限公司證券上市規則內所指的「公司通訊」。

REPLY FORM 回條

To: China Overseas Property Holdings Limited (the "Company")
c/o Tricor Investor Services Limited
Level 54, Hopewell Centre
183 Queen's Road East
Hong Kong

致: 中海物業集團有限公司(本公司)
經卓佳證券登記有限公司
香港皇后大道東183號
合和中心54樓

Part A 甲部 To receive a printed form of the Annual Report 2020, Circular and Proxy Form (the "Documents"):

收取2020年年報、通函及代表委任表格(有關文件)之印刷本:
I/We would like to receive the Documents in printed form.
本人/吾等希望收取有關文件的印刷本。

Part B 乙部 To elect/change the means of receipt of future Corporate Communications (please tick only one box)

I/We would like to receive your company's future Corporate Communications in the manner as indicated below:
選擇/更改日後收取公司通訊之形式(請於以下其中一項適當的空格內加上[✓]號)
本人/吾等欲以下列方式收取 貴公司之日後公司通訊:
in printed form in English only; or
只收取英文印刷本;或
in printed form in Chinese only; or
只收取中文印刷本;或
in printed form in both English and Chinese; or
收取中英文印刷本;或
by electronic means in lieu of in printed form.
以電子方式取代印刷本。

My/Our email address:
本人/吾等的電郵地址:

Grid for email address input

(Please ensure your email address is properly filled in for the purpose of receiving the notification of release of Corporate Communications)
(請確保填上正確的電郵地址以作收取公司通訊發佈通知之用)

Name(s) of Shareholder(s) in English (Please use BLOCK LETTERS)
股東的英文名稱(請以正楷填寫)

Name(s) of Shareholder(s) in Chinese
股東的中文名稱

Registered address of Shareholder(s)
股東的登記地址

Contact telephone number
聯絡電話

Signature(s):
簽署:

Date:
日期:

Notes
附註:

- 1. Corporate Communications include any publication issued or to be issued by the Company for information or action of holders of any of its securities, including, but not limited to, directors' reports, annual accounts together with independent auditor's reports, interim reports, notices of meetings, circulars, proxy forms and any "Corporate Communications" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.
2. If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the Company's branch register of members should sign this Reply Form in order for it to be valid.
3. This Reply Form with no box ticked, with more than one box ticked, or otherwise incorrectly completed will be voided at the discretion of the Company.
4. Printed versions of all the Company's future Corporate Communications will be available from the Company or its Branch Share Registrar on request in writing.
5. For the avoidance of doubt, no additional instructions (other than those imprinted herein) written on this Reply Form will be processed.

Personal Information Collection Statement 收集個人資料聲明

- (i) "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").
(ii) Your supply of Personal Data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form.
(iii) Your Personal Data will not be disclosed or transferred to any third parties (other than the Company's Branch Share Registrar and/or other companies or bodies for any of the stated purposes) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request.
(iv) Your Personal Data will be retained for such period as may be necessary for verification and record purposes.
(v) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO.

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

No postage stamp necessary if posted in Hong Kong.
Otherwise, please affix an appropriate stamp.

閣下寄回本回條時,請將郵寄標籤剪貼於信封上。
如在本港投寄毋須貼上郵票。否則請貼上適當的郵票。

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No: 37 簡便回郵號碼: 37
Hong Kong 香港