



Shareholder Reference Number (“SRN”)

Personal Identification number (“PIN”)

22 April 2022

Dear Registered Shareholder,

Henderson Land Development Company Limited (the “Company”)

1. Annual General Meeting

Please note that the annual general meeting of the Company (“AGM”) will be held at 18/F and 19/F, Harbour East, 218 Electric Road, North Point, Hong Kong on Wednesday, 1 June 2022 at 11:30 a.m.

Online Attendance at the AGM

In addition to physical attendance, you have the option of attending, participating and voting at the AGM through online access by visiting the website at <https://meetings.computershare.com/HendersonLandAGM2022> (the “Online Platform”). If you attend the AGM online, you will be able to view a live webcast of the AGM, cast your vote on the resolutions in real time and submit online questions to the Company. The Online Platform will be open for shareholders to log in approximately 30 minutes prior to the commencement of the AGM. Please refer to the Company’s circular dated 22 April 2022 for details of the AGM arrangements.

Your login details to access the Online Platform are set out below. Please refer to the Online Platform User Guide available at the Company’s website at www.hld.com:

- Username: your 10-digit shareholder reference number starting with “C” (“SRN”) printed under the barcode on the top right corner of this letter
- Password: the 5-digit Personal Identification Number (“PIN”) below the SRN

For corporate shareholders who wish to attend the AGM online, please call the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Company’s Registrar”) at its hotline (852) 2862 8555 by 11:30 a.m., 30 May 2022 for arrangements.

You are responsible for keeping the login details in safe custody for use at the AGM and should not disclose them to anyone else.

各位登記股東：

恒基兆業地產有限公司(「本公司」)

1. 股東週年大會

請注意，本公司謹訂於二零二二年六月一日(星期三)上午十一時三十分假座香港北角電氣道 218 號港匯東 18 樓及 19 樓舉行股東週年大會(「股東週年大會」)。

以網上方式出席股東週年大會

除現場出席股東週年大會外，閣下亦可選擇透過瀏覽網站 <https://meetings.computershare.com/HendersonLandAGM2022> (「網上平台」)以網上方式出席及參與股東週年大會並於會上投票。如閣下以網上方式出席股東週年大會，將可透過網上直播觀看股東週年大會，實時就決議案投票，並可於網上向本公司提交問題。網上平台將於股東週年大會開始前約三十分鐘開放予股東登入。有關股東週年大會安排之詳情，請參閱本公司日期為二零二二年四月二十二日之通函。

閣下登入網上平台的資料載列如下。請參閱登載於本公司網站 www.hld.com 的網上平台用戶指南：

- 登入名稱：印於本函件右上角之條碼下，以字母「C」開始之閣下的十位數字股東參考編號
- 密碼：印於股東參考編號下方之五位數字個人識別號碼

如閣下為公司股東並欲以網上方式出席股東週年大會，請於二零二二年五月三十日上午十一時三十分前致電本公司股份登記及過戶處香港中央證券登記有限公司(「股份登記及過戶處」)(電話熱線 (852) 2862 8555)以便作出安排。

閣下有責任將登入資料妥為保存以於股東週年大會使用，並不應向任何人士透露有關資料。

2. Publication of Annual Report 2021, Circular in relation to proposals for general mandates and re-election of retiring directors, and notice of annual general meeting, and Proxy Form (collectively “Current Corporate Communications”) and Sustainability Report 2021

Please be advised that the Current Corporate Communications have now been published.

For shareholders who have elected to receive printed version of corporate communications, please find enclosed copies of the Current Corporate Communications for your reading. **In support of environmental protection and for the purpose of saving printing and mailing costs**, the Company encourages and recommends you to change (as referred below) your means of receipt of future corporate communications to reading on the Company’s website instead of receiving printed copies.

For shareholders who have elected (or being deemed to have consented) to access corporate communications on the Company’s website, please click the link “Investor Information” on the home page of the Company’s website at www.hld.com to access the Current Corporate Communications. If you have difficulty in gaining access to the Current Corporate Communications on the Company’s website, we will, promptly upon your request in writing, send printed version of the Current Corporate Communications to you free of charge. The aforesaid request should be sent to the Company’s Registrar at the below postal address by using the postage-prepaid mailing label provided or by email at the below email address.

You may change your choice of language and/or means of receipt of future corporate communications at any time, free of charge by giving not less than seven days’ notice by way of completing the Change Request Form enclosed with this letter and returning it to the Company’s Registrar at the below postal address by using the postage-prepaid mailing label provided or by email at the below email address. The Change Request Form is also available on the Company’s website.

The Company’s Sustainability Report 2021 is published in electronic form **only** under the “CSR” on the home page of the Company’s website at www.hld.com. If you wish to receive a printed copy of the Company’s Sustainability Report 2021, you may submit your request to the Company’s Registrar by post at the below postal address or by email at the below email address.

Company’s Registrar contact details:

Postal address : 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong
Email address : HendersonLand.ecom@computershare.com.hk
Telephone : (852) 2862 8555 (during business hours (9:00 a.m. to 6:00 p.m.),
Monday to Friday, excluding Hong Kong public holidays)

Yours faithfully,
Timon LIU Cheung Yuen
Company Secretary

2. 刊發 2021 年年報、有關一般授權及重選退任董事之建議及股東週年大會通告之通函及代表委任書（統稱「本次公司通訊」）以及 2021 年可持續發展報告

謹通知 閣下本次公司通訊現已刊發。

就股東已選擇收取公司通訊之印刷本而言，現附上本次公司通訊以供 閣下細閱。為了響應環保以及節省印刷及郵遞費用，本公司鼓勵及建議 閣下更改(如以下所述)收取日後刊發之公司通訊之收取方式，通過閱覽本公司網站以代替收取印刷本。

就股東已選擇(或被視為已同意)通過本公司網站閱覽公司通訊而言，請在本公司網站 www.hld.com 主頁按「投資者資訊」之連結，以閱覽本次公司通訊。若 閣下在本公司網站閱覽本次公司通訊上遇到困難，本公司將於收到 閣下發出之書面要求後，迅即免費寄發本次公司通訊之印刷本予 閣下。請使用提供之已預付郵費之郵寄標籤把上述要求寄發至股份登記及過戶處下述之郵寄地址或以電郵發送至下述之電郵地址。

閣下可隨時發出不少於七天的通知，免費更改收取日後刊發之公司通訊之語言版本及/或收取方式之選擇。 閣下可填妥、簽署及交回本函件隨附之更改表格，並使用提供之已預付郵費之郵寄標籤寄回股份登記及過戶處下述之郵寄地址，或以電郵發送至下述之電郵地址。更改表格亦可於本公司網站下載。

本公司 2021 年可持續發展報告僅以電子形式載於本公司網站 www.hld.com 主頁「企業社會責任」項下。若 閣下欲索取本公司 2021 年可持續發展報告的印刷本， 閣下可向股份登記及過戶處（郵寄至下述之郵寄地址或以電郵發送至下述之電郵地址）提出有關要求。

股份登記及過戶處聯絡資料:

郵寄地址 : 香港灣仔皇后大道東 183 號合和中心 17M 樓
電郵地址 : HendersonLand.ecom@computershare.com.hk
電話 : (852) 2862 8555 (星期一至星期五(香港公眾假期除外)
上午九時正至下午六時正辦公時間內)

公司秘書
廖祥源 謹啟

二零二二年四月二十二日

HLLH-22042022

