



NOTIFICATION LETTER 通知函件

22 April 2022

Dear Non-registered Shareholder ^(Note),

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. If you wish to attend the AGM, please contact your brokers, nominees or banks.

Online Attendance at the AGM

In addition to physical attendance, you, as a Non-registered Shareholder whose shares are held through banks, brokers, custodians, nominees or HKSCC Nominees Limited (together, the “Intermediary”) 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.

In order to attend the AGM online, you need to (i) contact and instruct your Intermediary to appoint you as a proxy or corporate representative to attend the AGM and (ii) provide your email address to your Intermediary before the time limit required by your Intermediary. Details regarding the AGM arrangements including the login details to access the Online Platform will be sent by the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Company’s Registrar”) to the email address provided by you.

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

各位非登記股東^(附註)：

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」)。閣下如欲出席股東週年大會，請聯絡閣下之經紀、代理人或銀行。

以網上方式出席股東週年大會

如閣下為透過銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)持有股份的非登記股東，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。

閣下需(i)聯絡並指示閣下之中介公司以委任閣下為代表或法團代表出席股東週年大會及(ii)於閣下之中介公司規定之期限前，向中介公司提供閣下之電郵地址以便以網上方式出席股東週年大會。有關股東週年大會安排之詳情(包括進入網上平台之登入資料)，將由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」)發送至閣下所提供之電郵地址。

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 informed that the Current Corporate Communications have now been published on the Company’s website at www.hld.com and the HKEXnews website at www.hkexnews.hk. You may click the link “Investor Information” on the home page of the Company’s website or browse through the HKEXnews website to access the Current Corporate Communications.

If you 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 reading on the Company’s website instead of receiving printed copies.**

If you would like to change your choice of language and/or means of receipt of corporate communications, please complete the **Request Form** enclosed with this letter and returning it to the Company’s Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong by using the postage-prepaid mailing label provided or by email at HendersonLand.ecom@computershare.com.hk.

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 above address or by email at the above email address.

Yours faithfully,
Timon LIU Cheung Yuen
Company Secretary

Note: This letter is addressed to Non-registered Shareholder (“Non-registered Shareholder” means 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 to receive corporate communications). If you have sold or transferred your shares in the Company, please disregard this letter and the enclosed Request Form.

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載於本公司網站(www.hld.com)及香港交易所披露易網站(www.hkexnews.hk)。閣下可在本公司網站主頁按「投資者資訊」之連結或瀏覽香港交易所披露易網站以閱覽本次公司通訊。

如 閣下已選擇收取公司通訊之印刷本，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，本公司鼓勵及建議通過閱覽本公司網站以代替收取印刷本。

如 閣下欲更改收取公司通訊之語言版本及/或收取方式之選擇，請填妥本函件隨附的申請表格，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，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，或以電郵發送至 HendersonLand.ecom@computershare.com.hk。

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(郵寄至上述之郵寄地址或以電郵發送至上述之電郵地址)提出有關要求。

公司秘書
廖祥源 謹啟

二零二二年四月二十二日

附註： 此函件乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊）發出。如 閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及隨附之申請表格。

HLLH-22042022



Request Form 申請表格

To: Henderson Land Development Company Limited (the "Company") 致： 恒基兆業地產有限公司 (「本公司」)
(Stock Code: 12) (股份代號：12)
c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司
17M Floor, Hopewell Centre, 183 Queen's Road East, 香港灣仔皇后大道東 183 號
Wanchai, Hong Kong 合和中心 17M 樓

(A) I/We would like to receive the Current Corporate Communications of the Company in the manner as indicated below:

本人/我們希望以下列方式收取本公司之本公司通訊：

(Please mark **ONLY ONE (X)** of the following boxes) (請從下列選擇中，僅在其中一個空格內劃上「X」號)

- receive the **printed English version** of the Current Corporate Communications **ONLY**; **OR**
僅收取本公司通訊之英文印刷本；或
- receive the **printed Chinese version** of the Current Corporate Communications **ONLY**; **OR**
僅收取本公司通訊之中文印刷本；或
- receive both **printed English and Chinese versions** of the Current Corporate Communications.
同時收取本公司通訊之英文及中文印刷本。

(B) I/We would like to receive all future Corporate Communications* of the Company ("Corporate Communications") in the manner as indicated below:

本人/我們希望以下列方式收取本公司日後之所有公司通訊* (「公司通訊」)：

(Please mark **ONLY ONE (X)** of the following boxes) (請從下列選擇中，僅在其中一個空格內劃上「X」號)

- read the **website version** of all future Corporate Communications on the Company's website and receive a notification letter of the publication of Corporate Communications on website; **OR**
閱覽刊載於本公司網站之所有日後公司通訊網上版本，並收取公司通訊已在網上刊發之通知函件；或
- receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**
僅收取所有日後公司通訊之英文印刷本；或
- receive the **printed Chinese version** of all future Corporate Communications **ONLY**; **OR**
僅收取所有日後公司通訊之中文印刷本；或
- receive both **printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之英文及中文印刷本。

Signature(s):

簽署：

Date:

日期：

Name(s) of Non-registered Shareholder(s) in English

(Please use **BLOCK LETTERS**)

非登記股東的英文名稱(請以大楷書寫)

Name(s) of Non-registered Shareholder(s) in Chinese

非登記股東的中文名稱

Address of Non-registered Shareholder(s)

非登記股東的地址

Contact Telephone Number

聯絡電話

Notes 附註：

- This letter is addressed to Non-registered Shareholder ("Non-registered Shareholder" means 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 to receive Corporate Communications).
此函件乃向本公司之非登記股東(「非登記股東」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊發出。
- The instruction under (B) above will apply to all future Corporate Communications to be sent to you until you notify otherwise by giving not less than seven days' notice in writing to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Company's Registrar") or unless you have at anytime ceased to have holdings in the Company.
上述第(B)項指示適用於發送予閣下之所有日後公司通訊，直至閣下發出不少於七天的書面通知予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」)另作選擇或任何時候停止持有本公司的股份為止。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
為免存疑，任何在本申請表格上的額外手寫指示，本公司將不予處理。

* Corporate Communications include but not limited to (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
公司通訊包括但不局限於：(a) 年報；(b) 中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 代表委任書。

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《個人資料(私隱)條例》(香港法例第486章)(「《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 Company's Registrar, and/or other companies or bodies for any of the 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、股份登記及過戶處、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 for access to and/or correction of your Personal Data should be in writing and sent to the Personal Data Privacy Officer of the Company's Registrar by post or by email to PrivacyOfficer@computershare.com.
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改閣下個人資料的要求均須以書面方式郵寄至股份登記及過戶處的個人資料私隱主任或電郵至 PrivacyOfficer@computershare.com。
- Please refer to the Privacy Policy Statement of the Company which is available on the website of the Company (www.hld.com) for further details.
進一步之詳情請參閱刊載於本公司網站(www.hld.com)之本公司私隱政策聲明。

Mailing Label 郵寄標籤

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

Please cut out the mailing label and stick it on an envelope
to return this Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，毋須貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact