



# 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)

5 October 2023

Dear New Registered Shareholder,

## Election of Language and Means of Receipt of Corporate Communications

We are pleased to enclose the English and Chinese versions of (i) the 2022/23 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; and (iii) the Proxy Form for 2023 annual general meeting of the Company.

Please note that the 2023 annual general meeting of the Company 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, 2 November 2023 at 12:00 noon.

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of the Company, the Company would like to ascertain your preference as to whether to receive future Corporate Communications<sup>(Note)</sup> (i) by electronic means through the Company's website at [www.shkp.com](http://www.shkp.com); or (ii) in printed form (in English only or in Chinese only or in both languages). In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to elect electronic means for receiving future Corporate Communications.

If you choose to receive the Corporate Communications by electronic means through the Company's website, the Company will notify you of the publication of the relevant Corporate Communications on the Company's website. The notification will be sent to you by email (if you have provided an email address) or by post (if you have not provided an email address) at your address as appearing in the register of members of the Company (the "Register") maintained by Computershare Hong Kong Investor Services Limited ("Computershare", the Share Registrar of the Company) at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If you choose to receive the Corporate Communications in printed form, the Company will send you printed copies of the Corporate Communications in the language(s) you have expressly chosen to receive.

To make your election, please complete the enclosed change request form (the "Change Request Form") and return it to the Company c/o Computershare **within one month from the date of this letter**. If you post your Change Request Form in Hong Kong, you may use the pre-paid mailing label in the Change Request Form and need not affix a stamp to the envelope when returning the Change Request Form. Otherwise, please affix an appropriate stamp. The Change Request Form may also be downloaded from the Company's website at [www.shkp.com](http://www.shkp.com) or the website of Hong Kong Exchanges and Clearing Limited ("HKEX") at [www.hkexnews.hk](http://www.hkexnews.hk).

**If the Company does not receive a duly completed and signed Change Request Form from you, or does not receive a response indicating the objection from you, within one month from the date of this letter and until you inform the Company c/o Computershare otherwise by reasonable notice (of not less than 7 days) in writing or by email (at [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk)), you will be deemed to have consented to receiving all future Corporate Communications by electronic means through the Company's website in lieu of in printed form. A notification of publication of the Corporate Communications on the Company's website will be sent to you by post at your address as appearing in the Register.**

You are entitled at any time by reasonable notice (of not less than 7 days) to the Company c/o Computershare in writing (at the address stated above) or by email (at [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk)) to change your choice of the language and/or means of receipt of the Corporate Communications. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, or wish to receive printed copies, the Company will promptly upon your written request send the Corporate Communications to you in printed form free of charge.

The Sustainability Report 2022/23 (the "Sustainability Report") is published in electronic form only and is available on the Company's website at [www.shkp.com](http://www.shkp.com) and the HKEX's website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Sustainability Report (i) by clicking the "Sustainable Development" section in the menu on the home page of the Company's website, then selecting "Sustainability Reports"; or (ii) by browsing through the HKEX's website. If you wish to receive a printed copy of the Sustainability Report, please make your written request to the Company c/o Computershare by post at the above address or by email at [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk).

Please note that (i) printed copies of the Corporate Communications in both English and Chinese are available from the Company or Computershare upon request; and (ii) both language versions of the Corporate Communications are also available on the Company's website at [www.shkp.com](http://www.shkp.com) for five years from the date of first publication and on the HKEX's website at [www.hkexnews.hk](http://www.hkexnews.hk).

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

*Note: Corporate Communications mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, which include but are not limited to (a) the directors' report and annual financial statements together with the independent auditor's report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.*

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

SHKH-05102023-1(7)

