



POKFULAM DEVELOPMENT COMPANY LIMITED

博富臨置業有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 0225)

1 December 2023

Dear Shareholder,

Elections as to Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Articles of Association of the Company and the Companies Ordinance (Cap.622 of the Laws of Hong Kong), we are writing to seek your election in relation to the following matters regarding the corporate communications (“**Corporate Communications**”) of Pokfulam Development Company Limited (博富臨置業有限公司) (the “**Company**”) to be dispatched in the future.

Corporate Communications include any document(s) issued or to be issued by us for your information or action, including but not limited to: (a) the directors’ report, its annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

You may choose:

- (i) to read all future Corporate Communications published on the Company’s website at www.pokfulam.com.hk (“**Website Version**”) instead of receiving printed copies by post and to receive a notification letter either by post or by email for the publication of the relevant Corporate Communications on the Company’s website; or
- (ii) to receive a printed version of the Corporate Communications by post.

For the purpose of environmental protection, we encourage you to select the Website Version. Even if you have chosen the Website Version, you reserve the right at any time by giving reasonable notice in writing to the Share Registrar of the Company (“**Share Registrar**”) to change your choice.

Please tick the appropriate box on the enclosed reply form (“**Reply Form**”) and sign and return it by post or by hand to the Share Registrar, Tricor Standard Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, on or before 2 January 2024. If you post your Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp on the envelope when returning your Reply Form. Otherwise, please affix an appropriate stamp.

If the Company does not receive a duly completed and signed Reply Form from you (or a response from you indicating that you object to receiving the Website Version of Corporate Communications) on or before 2 January 2024, you will be deemed, until you inform the Company otherwise by reasonable notice in writing to the Share Registrar at the above address or by email to is-ecom@hk.tricorglobal.com, to have consented to receive the Website Version of all future Corporate Communications instead of receiving them in printed form. In that event, when the Company makes a Corporate Communication, it will only send you a notification that the Corporate Communication has been made available on the Company’s website. The notification will be sent to you by email or by post at your address as it appears in the Company’s register of members maintained by the Share Registrar.

If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the website of the Company as and when Corporate Communications are published on the website of the Company and (ii) all future Actionable Corporate Communications* in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications, the Company will send to you by post, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and functional email address to the Share Registrar for receiving the same.

You may at any time by reasonable notice in writing to the Share Registrar at the above address or by email to is-ecom@hk.tricorglobal.com to change your choice of means of receipt of Corporate Communications. If you have elected (or are deemed to have consented) to receive Corporate Communications by Website Version and for any reason have difficulty in obtaining access to Corporate Communications on the Company’s website, the Company will upon request send the relevant Corporate Communications to you in printed form free of charge.

Please note that all future Corporate Communications will be available (a) in printed form from the Company or the Share Registrar on request and (b) on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk and on the Company’s website at www.pokfulam.com.hk.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

By order of the Board
Pokfulam Development Company Limited
Hui Sui Yuen
Company Secretary

* “Actionable Corporate Communication” means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, applications forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

REPLY FORM

To: **Pokfulam Development Company Limited (the “Company”) (Stock Code: 225)**
c/o Tricor Standard Limited, 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

I/We would like to receive the future Corporate Communications# of the Company in the manner as indicated below:

(Please mark a “✓” in **ONLY ONE** of the following boxes)

- ☐ to access all future Corporate Communications by **electronic means** through the Company's website (the "**Website Version**") instead of receiving printed copies, and receive an email notification to my/our email address below or a notification letter of the publication of the Corporate Communications on the Company's website: **OR**

[illegible]

(Please provide the email address in English Capital Letters and the email address will be used for the purpose of receiving (i) all email notifications of the publication of the Corporate Communications on the website of the Company, and (ii) all future Actionable Corporate Communications* in electronic form from the Company. If no email address is provided or the email address provided by you is not functional, (i) a printed notification letter of the availability of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications will be sent to you by post at your address as appearing in the Company's register of members.)

- ☐
- to receive the
- printed version**
- of all future Corporate Communications.

Shareholder's full name: _____ Signature: _____
(Please use BLOCK LETTERS)

Address: _____

Contact telephone number: _____ Date: _____

Notes:

1. Please complete all your details clearly. Any Reply Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.
 2. By selecting to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
 3. If the Company does not receive this Reply Form from you by 2 January 2024, you will be deemed to have consented to receive the Company's Corporate Communications on the Company's website. Therefore, the Company will send you a notification letter of the publication of the Corporate Communications on the Company's website and you can read all future Corporate Communications via the Website Version.
 4. If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.
 5. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company's Share Registrar (the "Share Registrar"), Tricor Standard Limited, by reasonable notice in writing to 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to isecom@hk.tricorglobal.com.
 6. You are entitled at any time by reasonable notice in writing to the Share Registrar to change your choice of means of receipt of future Corporate Communications.
 7. For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.
- # "Corporate Communications" refer to any document(s) issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
- * "Actionable Corporate Communication" means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, applications forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

PERSONAL INFORMATION COLLECTION STATEMENT

“Personal Data” in this statement has the same meaning as “personal data” defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the “**PDPO**”), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or correction of the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

request for access to and/or correction of the Personal Data should be in writing by email to is-enquiries@hk.tricorglobal.com

By mail to: Privacy Compliance Officer
Tricor Standard Limited
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

By email to: is-enquiries@hk.tricorglobal.com

By email to: is-enquiries@hk.tricorglobal.com

MAILING LABEL

Please cut the mailing label and stick it on an envelope to return this Reply Form to us.
No postage stamp is necessary if posted in Hong Kong.

Tricor Standard Limited
Freepost No. 10 GPO
Hong Kong
Pokfulam Development Company Limited (225)