



# 中國海外發展有限公司

## CHINA OVERSEAS LAND & INVESTMENT LTD.

(incorporated in Hong Kong with limited liability)  
(Stock Code: 688)

Date as postmarked

Dear Shareholder(s),

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

In accordance with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and the articles of association of China Overseas Land & Investment Limited (the “Company”), the Company is writing to seek your election regarding the means of receipt and the language of future corporate communications (the “Corporate Communications”) of the Company, which include but are not limited to the Company’s (a) annual reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.

You may choose one of the options set out below:

- (1) to read all future Corporate Communications published on the website of the Company at <http://www.coli.com.hk> (the “Website Version”) in place of receiving printed copies, and to receive a notification either by post or by email of the publication of the relevant Corporate Communications on the website of the Company; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both printed English and Chinese versions of all future Corporate Communications.

With a view to increase efficiency of communication, protect the environment and save costs, the Company recommends you to elect option (1) above.

To make your election, please mark “✓” in the appropriate box in the enclosed Reply Form (with a pre-paid postage mailing label at the bottom of the Reply Form (if post in Hong Kong)) and sign and return the same to the Company’s registrar and transfer office, Tricor Standard Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong (the “Registrar and Transfer Office”). You may use the mailing label at the bottom of the Reply Form and you need not affix any stamp if posted within Hong Kong. Otherwise, please affix an appropriate stamp.

You are entitled at any time to change your elected means of receipt and choice of language of the Corporate Communications by providing reasonable prior notice in writing to the Registrar and Transfer Office or by sending an e-mail to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com). If for any reason you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company will, upon your request in writing or by email, promptly send the printed version(s) of the Corporate Communications to you free of charge.

Please note that (a) the printed versions of the Corporate Communications in English and Chinese will be available from the Company and the Registrar and Transfer Office upon request, and (b) the Website Version of both English and Chinese of the Corporate Communications will be available on the website of the Company at <http://www.coli.com.hk> and on the website of the Stock Exchange at <http://www.hkexnews.hk>.

Should you have any queries relating to this letter, please contact the Customer Services Hotline of the Registrar and Transfer Office at (852) 2980 1333 between 9:00 a.m. and 5:30 p.m. (Monday to Friday, excluding public holidays) or send your query by email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com).

For and on behalf of  
**China Overseas Land & Investment Limited**  
**Yan Jianguo**  
*Chairman and Executive Director*

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## REPLY FORM

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I/We would like to receive the future Corporate Communications (as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) of China Overseas Land & Investment Limited (the "Company"):

(Please mark "✓" in one of the following options)

- in printed English version only; or
- in printed Chinese version only; or
- in both printed English and Chinese versions; or
- through electronic means instead of in printed form (i.e. by receiving from the Company's registrar and transfer office, an e-mail notification of the release of the relevant Corporate Communication(s) on the Company's website (<http://www.coli.com.hk>) on the date of despatch of such Corporate Communication(s) by the Company to its shareholders, or in the event that no email address is provided, to receive printed notification at the address as appearing in the Company's register of members).

My/Our e-mail address: \_\_\_\_\_

(for receiving notification of release of Corporate Communication(s))

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name(s) of Shareholder(s) in English  
(Please use BLOCK LETTERS)

\_\_\_\_\_  
Name(s) of Shareholder(s) in Chinese

\_\_\_\_\_  
Correspondence Address

\_\_\_\_\_  
Contact Telephone Number

Notes:

- The above instruction will apply to all Corporate Communications of the Company to be sent to you until you inform us otherwise.
- If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the Company's register of members should sign this Reply Form in order for it to be valid.
- Please complete all your details clearly. For the avoidance of doubt, we do not accept any additional instructions on this Reply Form.
- By selecting the Website Version, you have expressly consented to waive the right to receive all future Corporate Communications in printed version.
- You have the right at any time by reasonable notice in writing to the Company's registrar and transfer office, Tricor Standard Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or sending email to [colif688-ecom@hk.tricorglobal.com](mailto:colif688-ecom@hk.tricorglobal.com) to change the choice of means of receipt of the Corporate Communications.
- Any Reply Form with more than one box marked "✓", no box marked "✓", no signature or any other errors during completion will be void.

### PERSONAL INFORMATION COLLECTION STATEMENT

- "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").
- 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. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests.
- Your Personal Data will not be disclosed or transferred to any third parties (other than the Company's registrar and transfer office 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.
- Your Personal Data will be retained for such period as may be necessary for verification and record purposes.
- 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 and transfer office, Tricor Standard Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post.

( Please cut along the dotted line )



### Mailing Label

Please cut the mailing label and stick it on  
an envelope to return this Reply Form to us.  
**No postage stamp is required for local mailing**

**Tricor Standard Limited**  
Freepost No.: 10 GPO  
Hong Kong