



**SF Real Estate Investment Trust**  
**順豐房地產投資信託基金**

*(a collective investment scheme authorised under section 104 of the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong))*

**(Stock Code: 2191)**

**Managed by**  
**SF REIT Asset Management Limited**

**NOTIFICATION LETTER**

7 March 2024

Dear Non-registered Unitholders<sup>1</sup>,

**Arrangement of Electronic Dissemination of Corporate Communications<sup>2</sup>**

Pursuant to the amended Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**Listing Rules**”) effective from 31 December 2023, SF Real Estate Investment Trust (“**SF REIT**”) has adopted new arrangement to disseminate Corporate Communications electronically. No printed copies of Corporate Communications will be mailed out to you except by request. Please note that both English and Chinese versions of all future Corporate Communications will be available electronically on the website of SF REIT at [www.sf-reit.com](http://www.sf-reit.com) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk) (the “**Website Version**”) in place of printed copies.

**A notice of publication of the Website Version of the Corporate Communications, in both English and Chinese, will be sent by SF REIT to you by email or by post, only if your email address or postal address (as the case may be) are provided to SF REIT by your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your units are held (collectively, the “Intermediaries”). In support of electronic communication by email, you are recommended to provide your functional email addresses to your Intermediaries. If SF REIT does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of the Corporate Communications will be sent to you.**

We encourage you to access Corporate Communications of SF REIT in electronic form on SF REIT’s website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form enclosed with this letter to the unit registrar of SF REIT, Tricor Investor Services Limited (the “**Unit Registrar**”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [sfreit2191-ecom@hk.tricorglobal.com](mailto:sfreit2191-ecom@hk.tricorglobal.com). Please note that the hardcopy request will be valid unless being revoked or superseded or until expired at the end of each financial year of SF REIT (whichever is earlier). Further request in writing will be required if you prefer to continue receiving hard copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please contact the customer services hotline of the Unit Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding Hong Kong public holidays), or send your query by email to [sfreit2191-ecom@hk.tricorglobal.com](mailto:sfreit2191-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**SF REIT Asset Management Limited**  
**(as manager of SF Real Estate Investment Trust)**  
**Hubert CHAK**  
*Executive Director and Chief Executive Officer*

Notes:

1. This letter is addressed to non-registered unitholders of SF REIT, which means such person or company whose units in SF REIT are being held in the Central Clearing and Settlement System (CCASS) and who has notified SF REIT from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications. If you have sold or transferred your units in SF REIT, please disregard this letter and the enclosed Request Form.
2. “Corporate Communications” means any document(s) issued or to be issued by SF REIT for the information or action of its unitholders, including but not limited to (a) annual accounts together with the independent auditor’s report; (b) interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.

Please insert your name(s) and address in BLOCK letters

Name(s) of Non-registered Unitholder:
Address:



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## REQUEST FORM

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**To: SF Real Estate Investment Trust (“SF REIT”)**  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

### REMINDER

**As a non-registered unitholder, if you wish to receive Corporate Communications<sup>1</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your units are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.**

I/We would like to receive SF REIT’s future Corporate Communications in printed form.

Contact telephone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature(s)<sup>3</sup>: \_\_\_\_\_

#### Notes:

1. “Corporate Communications” means any document(s) issued or to be issued by SF REIT for the information or action of its unitholders, including but not limited to (a) annual accounts together with the independent auditor’s report; (b) interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.
2. This request will be valid unless being revoked or superseded or until expired at the end of each financial year of SF REIT (whichever is earlier). Further request in writing will be required if a non-registered unitholder prefers to continue receiving printed copy of future Corporate Communications.
3. If any units of SF REIT are held in joint names, all joint holders or the joint holder whose name stands first on SF REIT’s register of unitholders should sign this Request Form in order for it to be valid.
4. For avoidance of doubt, SF REIT does not accept any special instructions written on this Request Form.

### 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, address and contact telephone number.

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 to correct 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:

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

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



Please cut 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.**

### MAILING LABEL

Tricor Investor Services Limited  
Freepost No. 10 GPO  
Hong Kong