



CHINA OVERSEAS PROPERTY

CHINA OVERSEAS PROPERTY HOLDINGS LIMITED

中海物業集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 2669)

14 March 2024

Dear Registered Shareholder(s),

New Arrangements for Dissemination of Corporate Communications

INTRODUCTION

Pursuant to new Rule 2.07A of the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited effected on 31 December 2023 and the articles of association of China Overseas Property Holdings Limited (the “**Company**”), the Company will disseminate its future corporate communications (the “**Corporate Communications**”¹) to the Shareholders² electronically and only send Corporate Communications in printed form to the Shareholders upon request.

In this connection, the following arrangements came into effect on 14 March 2024.

ARRANGEMENTS

1. Corporate Communications

The Company will make the Corporate Communications available on its website (www.copl.com.hk) and the website of Hong Kong Exchanges and Clearing Limited (“**HKEX**”) (www.hkexnews.hk).

The Company will not send notification of publication of the Website Version³ of Corporate Communications to the Shareholders. Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites of the Company or HKEX and access the Website Version of Corporate Communications by themselves. Shareholders who wish to be notified of Corporate Communications of the Company may subscribe for News Alerts service provided by HKEX at www.hkex.com.hk/eng/invest/user/login_e.aspx to receive instant notification of the Company’s announcements.

2. Actionable Corporate Communications⁴

The Company will send the Actionable Corporate Communications to the Shareholders individually in electronic form by email. If the Company does not possess the email address of a Shareholder or the email address provided is not functional⁵, the Company will send the Actionable Corporate Communications in printed form together with a reply form for soliciting the Shareholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

3. Provision of Shareholder's Email Address to the Company

In support of electronic communication by email, the Company recommends you to complete the online form by scanning the QR Code on the enclosed Reply Form which is valid for 1 month after the despatch date. Should you, if for any reason, have difficulty in gaining access to the online form, you may provide the Company with your email address at any time by completing and returning the enclosed Reply Form by post or by hand to the Company's Hong Kong branch share registrar, Tricor Investor Services Limited ("Branch Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to copl2669-ecom@hk.tricorglobal.com.

It is the responsibility of the Shareholders to provide a functional email address. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will act according to the arrangements mentioned in the paragraphs 1 and 2 above. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".

Shareholders should promptly advise the Branch Share Registrar of any change in his/her email addresses.

4. Request for Corporate Communications and Actionable Corporate Communications in printed form

For those Shareholders who wish to receive printed versions of all future Corporate Communications and Actionable Corporate Communications or, if for any reason, have difficulty in gaining access to the Company's website, the Company will, upon receipt of request in writing by the Shareholder to the Branch Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to copl2669-ecom@hk.tricorglobal.com, send future Corporate Communications and/or the relevant Corporate Communications (as the case may be) to such Shareholders in printed form free of charge.

Please note that the request in receiving Corporate Communications and Actionable Corporate Communications in printed form will be valid for one year from the date of request unless being revoked or superseded by a subsequent written request (whichever is earlier). Shareholder must complete and return a new reply form if he/she prefers to continue to receive Corporate Communications and Actionable Corporate Communications in printed form.

Details of the arrangements (i) for dissemination of Corporate Communications and (ii) for requesting printed copy of Corporate Communications are published under the section of "Investor Relations" in the Company's website (www.copl.com.hk). For any queries in relation to this letter, please call the Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays, or by sending an email to copl2669-ecom@hk.tricorglobal.com.

Yours faithfully,
For and on behalf of
China Overseas Property Holdings Limited
Zhang Guiqing
Chairman and Executive Director

Notes:

- Corporate Communications include any documents issued or to be issued by the Company for the information or action of holders of any of its shares or securities or the investing public, including but not limited to (a) the directors' reports, annual accounts and auditors' reports; (b) the interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.*
- Holder(s) of the share(s) or other securities of the Company.*
- The version of Corporate Communications being published, in both English and Chinese, on the websites of the Company and HKEX.*
- Actionable Corporate Communications refer to any Corporate Communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as the Shareholders.*
- It is the responsibility of a Shareholder to provide a functional email address. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".*

REPLY FORM 回條

To: CHINA OVERSEAS PROPERTY HOLDINGS LIMITED
(Stock Code: 2669) (the "Company")
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致: 中海物業集團有限公司
(股份代號: 2669) (本公司)
經卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓

Please choose ONLY ONE of the following options:

請從以下選項中只選擇其中一項:

Option 1: I/We hereby provide you my/our email address for receipt of Actionable Corporate Communications¹ of the Company via electronic dissemination

選項 1: 本人/吾等現提供本人/吾等之電子郵件地址, 以收取本公司通過電子方式發佈的可供採取行動的公司通訊¹

| | |
|---|--|
| Email address: 電子郵箱地址: | |
| Email address (re-type): 電子郵箱地址(再次輸入): | |

Option 2: I/We hereby request/cancel my/our prior request for receipt of future Corporate Communications² and Actionable Corporate Communications in printed form. Please mark (X) in ONLY ONE of the following boxes if applicable:

選項 2: 本人/吾等現要求/取消之前要求收取公司通訊²和可供採取行動的公司通訊的印刷本。請在下列方格之中僅標記一項(X) (如適用)

| | |
|--------------------------|--|
| <input type="checkbox"/> | To receive the printed English version ONLY for all future Corporate Communications and Actionable Corporate Communications ² ; OR 僅收取所有日後的公司通訊和可供採取行動的公司通訊的英文印刷本 ³ ; 或 |
| <input type="checkbox"/> | To receive the printed Chinese version ONLY for all future Corporate Communications and Actionable Corporate Communications ² ; OR 僅收取所有日後的公司通訊和可供採取行動的公司通訊的中文印刷本 ³ ; 或 |
| <input type="checkbox"/> | To receive the printed English and Chinese versions of all future Corporate Communications and Actionable Corporate Communications; OR 同時收取所有日後的公司通訊和可供採取行動的公司通訊的英文和中文印刷本 ³ ; 或 |
| <input type="checkbox"/> | To cancel prior request(s), if any, of printed version(s) of all future Corporate Communications and Actionable Corporate Communications. I/We will refer to the online versions to be published on the website of the Company or Hong Kong Exchanges and Clearing Limited for all future Corporate Communications or the electronic form of Actionable Corporate Communications to be received by email ⁴ (as the case may be). 取消之前就收取所有日後的公司通訊和可供採取行動的公司通訊印刷本的請求(如有)。本人/吾等將瀏覽 貴公司或香港交易及結算所有有限公司網站上刊發的所有日後的公司通訊或通過電子郵件接收的可供採取行動的公司通訊的電子版本(視情況而定)。 |

Signature:

簽署:

Contact Phone Number:

聯絡電話:

Date:

日期:

Name:

姓名:

(English 英文)

(Chinese 中文)

Postal Address:

郵寄地址:

(in block letters 請以正楷填寫)

Notes 附註:

- Actionable Corporate Communications refer to any Corporate Communications that seek instructions from the shareholders of the Company (the "Shareholders") on how they wish to exercise their rights or make elections as the Shareholders.
可供採取行動的公司通訊是指任何涉及要求本公司股東(「股東」)指示其擬如何行使其有關股東權利的公司通訊。
- Corporate Communications include any documents issued or to be issued by the Company for the information or action of holders of any of its shares or securities or the investing public, including but not limited to: (a) the directors' reports, annual accounts and auditors' reports; (b) the interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.
公司通訊包括本公司發佈或將予發佈以供其任何股份或證券持有人或投資大眾參照或採取行動的任何文件, 其中包括但不限于: (a)董事會報告, 公司年度賬目及核數師報告; (b)中期報告; (c)會議通告; (d)上市文件; (e)通函; 及(f)代表委任表格。
- If both English and Chinese versions of the Corporate Communications and Actionable Corporate Communications are combined into one document, a printed version of the Corporate Communications and Actionable Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed copy of any version(s) of the Corporate Communications and Actionable Corporate Communications.
若公司通訊及可供採取行動的公司通訊的英文版本及中文版本合併為一份文件, 則公司通訊及可供採取行動的公司通訊的英文版本及中文版本的印刷版本將寄給要求索取一版本公司通訊及可供採取行動的公司通訊印刷版本的股東。
- It is the Shareholder's responsibility to provide a functional email address. If the Company does not receive the completed form or the email address provided is not functional, the Company will send the Actionable Corporate Communication in printed form together with a reply form for soliciting your functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future. The Company will be considered to have complied with the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".
股東有責任提供有效的電子郵箱地址。如果本公司沒有收到妥當的回條或提供的電子郵箱地址無效, 本公司將以印刷形式發送可供採取行動的公司通訊, 連同一份索取股東有效電子郵箱地址的回條, 以便將來以電子通訊方式發送可供採取行動的公司通訊。如果本公司向股東提供的電子郵箱地址發送可供採取行動的公司通訊而沒有收到任何「未達達信息」, 則本公司將被視為已遵守香港聯合交易所有限公司證券上市規則。
- Please complete all your details clearly. If no box, or more than one box, is marked, the Company reserves the right to treat this request as void.
請 閣下清楚填寫所有資料。如未標記任何方格或標記多個方格, 本公司保留將此請求視為無效的權利。
- Any Reply Form with no signature or otherwise incorrectly completed will be void.
任何回條若未有簽署或在其他方面填寫不正確, 則本回條將會作廢。
- In the case of joint registered holders of any shares, this form shall be deemed to be submitted by the joint registered holder whose name first appears on the register of members for and on behalf of all the joint registered holders.
倘若若干人士聯名持有股份, 本表格應被視為由於股東名冊內排名首位姓名的聯名登記股東代表所有聯名登記股東提交。
- If more than one email addresses are provided, the Company will only adopt the first email address as set out above.
如提供多個電子郵箱地址, 本公司將僅採用所呈第一電子郵箱地址。
- The request in receiving Corporate Communications and Actionable Corporate Communications in printed form will be valid for one year from the date of request unless revoked or superseded by a subsequent written request (whichever is earlier). You must complete and return a new Reply Form if you prefer to continue to receive Corporate Communications and Actionable Corporate Communications in printed form.
此要求收取公司通訊和可供採取行動的公司通訊的印刷本申請將自申請之日起計一年內有效, 除非被其後的書面申請撤銷或取代(以較早者為準)。此後如 閣下希望繼續收取公司通訊和可供採取行動的公司通訊印刷本, 則需要重新填寫並交回回條。
- For avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. Any other instructions inserted on this Reply Form will be void.
為免存疑, 本公司概不接受於此回條上作出的任何其他指示。在此回條中書寫的任何其他指示均被視為無效。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

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

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義, 包括但不限於, 閣下的名稱, 聯絡電話號碼, 電子郵箱地址和郵寄地址。

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.

閣下是自願向本公司提供 閣下個人資料, 以便以 閣下所選之方式接收公司通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

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:

閣下有權根據《私隱條例》的條文要求查閱及/或修改 閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong
is-enquiries@hk.tricorglobal.com

經郵寄: 個人資料私隱主任
卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓
is-enquiries@hk.tricorglobal.com

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

No postage is necessary if posted in Hong Kong.

當 閣下寄回本回條時, 請將郵寄標籤剪貼於信封上。
如在本港投寄, 閣下無需支付郵費或貼上郵票。

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freeport No. 簡便回郵號碼: 10 GPO
Hong Kong 香港