



HARBOUR CENTRE DEVELOPMENT LIMITED

海港企業有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

Stock Code 股份代號：51

3 April 2024

Dear Non-registered Shareholders<sup>Note</sup>,

**Notification of Publication of Corporate Communications and Sustainability Report 2023**

We hereby notify you that various latest corporate communications of Harbour Centre Development Limited (the “Company”), including the following documents (the “Current Corporate Communications”), in both English and Chinese versions, have been published and are now available on the Company’s website at [www.harbourcentre.com.hk](http://www.harbourcentre.com.hk):

- (1) Annual Report 2023; and
- (2) Circular dated 3 April 2024 relating to the re-election of Directors, revision of annual fees payable to Directors, general mandates for buy-back and issue of shares and Notice of Annual General Meeting to be held in Jade Room, 6th Floor, The Marco Polo Hongkong Hotel, 3 Canton Road, Kowloon, Hong Kong on Friday, 3 May 2024 at 11:15 a.m. and the Proxy Form thereof.

If you would like to receive the Current Corporate Communications in printed form, please send a notice of request to the Company c/o the Company’s Share Registrar (the “Share Registrar”), Tricor Tengis Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, by post or by hand delivery, or via email to [harbourcentre-ecom@hk.tricorglobal.com](mailto:harbourcentre-ecom@hk.tricorglobal.com). Such notice of request should contain your full name(s) in English, address and contact telephone number, together with the relevant words regarding your request.

Sustainability Report 2023 of the Company, in both English and Chinese versions, is published in electronic form only and now accessible on the Company’s website at [www.harbourcentre.com.hk](http://www.harbourcentre.com.hk) (by clicking “Sustainability” under “About the Company” section on the home page) and Hong Kong Exchanges and Clearing Limited’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries in relation to this letter, please contact the Share Registrar’s Customer Service Hotline at (852) 2980-1333 between 9:00 a.m. and 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Harbour Centre Development Limited**  
**Grace L C Ho**  
Company Secretary

Note: “Non-registered Shareholders” refer to such persons or companies whose shares are held in The Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such persons or companies wish to receive Corporate Communications (as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) of the Company.

**PERSONAL INFORMATION COLLECTION STATEMENT**

Your supply of your name(s) and other personal data is on a voluntary basis for the purpose of processing your instructions for receiving the corporate communications of the Company (the “Purposes”). We may transfer such data provided by you to the Share Registrar and agent(s) for the Purposes or such other parties who are authorised by law to request the information. The 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 relevant personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) and any such request should be made in writing to the Personal Data Privacy Officer of Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

致非登記股東<sup>附註</sup>：

**公司通訊及二〇二三年可持續發展報告已予以刊發的通知**

海港企業有限公司(「本公司」)現謹通知 閣下，本公司近期的多份公司通訊的英文版本及中文版本現已刊發，並已上載到本公司網站[www.harbourcentre.com.hk](http://www.harbourcentre.com.hk)供閱覽，其中包括下列文件(「是次公司通訊」)：

- (1) 二〇二三年年報；及
- (2) 日期為二〇二四年四月三日，有關重選董事、修訂支付予董事的全年袍金、回購及發行股份的一般性授權及將於二〇二四年五月三日(星期五)上午十一時十五分假座香港九龍廣東道3號馬哥孛羅香港酒店6樓翡翠廳舉行的股東週年大會通告之通函及代表委任表格。

如 閣下欲收取是次公司通訊的印刷本，請以郵寄或人手送遞方式向本公司發出申請通知(由本公司股份過戶登記處卓佳登捷時有限公司(「股份過戶登記處」)代收，其地址為香港夏愨道16號遠東金融中心17樓)，或將相關的通知電郵至[harbourcentre-ecom@hk.tricorglobal.com](mailto:harbourcentre-ecom@hk.tricorglobal.com)。相關的申請通知須內載 閣下的英文全名、地址及聯絡電話號碼，以及 閣下的申請的相關指示字句。

本公司的二〇二三年可持續發展報告(英文及中文版本)只以電子形式發布，並已上載到本公司網站[www.harbourcentre.com.hk](http://www.harbourcentre.com.hk)(可在主頁點擊「公司簡介」一欄下的「可持續發展」)及香港交易及結算所有限公司網站[www.hkexnews.hk](http://www.hkexnews.hk)供閱覽。

如 閣下對本函有任何疑問，請於星期一至五(香港公眾假期除外)上午九時至下午六時，致電股份過戶登記處客戶服務熱線(852) 2980-1333查詢。

海港企業有限公司  
公司秘書  
何麗珠  
代行

二〇二四年四月三日

附註：「非登記股東」指其股份存放於中央結算及交收系統的人士或公司，而其已透過香港中央結算有限公司不時向本公司發出通知，表示希望收到本公司的公司通訊(按《香港聯合交易所有限公司證券上市規則》所界定)。

**收集個人資料聲明**

閣下是自願提供 閣下的姓名及其它個人資料，以用於處理 閣下有關收取本公司公司通訊的指示(「該等用途」)。我們可能就該等用途向股份過戶登記處及代理人，或其他獲法例授權而要求取得有關資料的人士轉交此等資料。 閣下所提供的資料將保留一段時間，以便我們進行核實及記錄。 閣下有權隨時按照香港法例第486章《個人資料(私隱)條例》要求存取及/或更正相關個人資料。任何有關要求均須以書面方式向卓佳登捷時有限公司(地址為香港夏愨道16號遠東金融中心17樓)的個人資料私隱主任提出。

Ref. 00051-5