



## LONGFOR GROUP HOLDINGS LIMITED

### 龍湖集團控股有限公司

(Incorporated in Cayman Islands with limited liability)

(在開曼群島註冊成立之有限公司)

(Hong Kong Stock Code / 香港股份代號: 960)

#### NOTIFICATION LETTER 通知信函

30 April 2024

Dear Registered Shareholder,

**Longfor Group Holdings Limited (the “Company”)  
Notice of Publication of 2023 Annual Report, Circular, Proxy Form and Sustainability Report 2023 (the “Current Corporate Communication”)**

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.longfor.com](http://www.longfor.com) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk), or the printed form(s) of the Current Corporate Communication is/are enclosed according to our agreed arrangement (if applicable).

You may at any time choose to receive Corporate Communication <sup>(Note)</sup> free of charge either in printed form (in English version only, or in Chinese version only, or in both English and Chinese versions) or via the Company’s website (“Online Version”).

If you want to receive a printed copy of the Current Corporate Communication, please complete the Change Request Form on the reverse side of this letter and sign and return it by using the enclosed mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) to the Company’s branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited (the “Hong Kong Branch Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. The Change Request Form may also be downloaded from the Company’s website at [www.longfor.com](http://www.longfor.com) or the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk). Even if you have chosen (or are deemed to have consented) to receive all the Corporate Communication in Online Version but for any reason you cannot access the Online Version of the Current Corporate Communication or would like to receive a printed copy of the Current Corporate Communication, the Company will promptly upon your request send the Current Corporate Communication to you in printed form free of charge.

If you would like to change the means of receipt of all future Corporate Communication (including to receive an email notification of the publication of the Online Version of all future Corporate Communication), please complete the Change Request Form and sign and return it to the Hong Kong Branch Share Registrar at the abovementioned address by using the enclosed mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp).

Should you have any queries relating to the content of this letter, please call the telephone hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding public holidays) or send an email to [longfor-ecom@hk.tricorglobal.com](mailto:longfor-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Longfor Group Holdings Limited**  
**Chen Xuping**  
Chairman

*Note: Corporate Communication refer to any document issued or to be issued by the Company including but not limited to: (a) the directors’ report, its annual financial statements together with a copy of the auditor’s 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 form of proxy.*

各位已登記股東：

**龍湖集團控股有限公司(「本公司」)  
二零二三年年報、通函、代表委任表格及二零二三年可持續發展報告(「本次公司通訊」)之發佈通知**

本公司的本次公司通訊之中、英文版本已上載於本公司網站([www.longfor.com](http://www.longfor.com))及香港聯合交易所有限公司(「聯交所」)之網站([www.hkexnews.hk](http://www.hkexnews.hk))，或本公司已按閣下同意的安排附上本次公司通訊之印刷本(如適用)。

閣下可隨時選擇收取公司通訊<sup>(附註)</sup>的印刷本(只收取英文印刷本，或只收取中文印刷本，或同時收取英文及中文印刷本)或通過本公司網站收取公司通訊(「網上版本」)，費用全免。

如閣下欲收取本次公司通訊之印刷本，請填妥本函背面的更改指示回條，並於簽署後使用隨附之郵寄標籤(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)寄回本公司於香港的股份登記及過戶分處，即卓佳證券登記有限公司(「香港股份過戶登記分處」)(地址為香港夏愨道16號遠東金融中心17樓)。更改指示回條亦可於本公司網站([www.longfor.com](http://www.longfor.com))或聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。儘管閣下已選擇(或被視為已同意)收取所有公司通訊之網上版本，但如果因任何理由閣下未能閱覽本次公司通訊之網上版本或欲收取本次公司通訊之印刷本，我們將應閣下之要求盡快向閣下發送本次公司通訊的印刷版本，費用全免。

如閣下欲更改日後收取所有公司通訊的收取方式(包括收取已刊發日後所有公司通訊的網上版本的電郵通知)，請填妥更改指示回條，並於簽署後使用隨附之郵寄標籤(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)寄回香港股份過戶登記分處，地址如上。

如對本函內容有任何疑問，請致電香港股份過戶登記分處熱線電話(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午9時正至下午5時正或發送電郵至[longfor-ecom@hk.tricorglobal.com](mailto:longfor-ecom@hk.tricorglobal.com)。

代表  
龍湖集團控股有限公司  
主席  
陳序平  
謹啟

二零二四年四月三十日

附註：公司通訊指本公司發出或將發出的任何文件，包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

# LONGFOR<sup>1</sup>

## 龙湖

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(在開曼群島註冊成立之有限公司)

(Hong Kong Stock Code/香港股份代號: 960)

#### Change Request Form 更改指示回條

To: **Longfor Group Holdings Limited (the "Company")**  
(Hong Kong Stock Code: 960)  
c/o Tricor Investor Services Limited 17/F,  
Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: 龍湖集團控股有限公司(「本公司」)  
(香港股份代號: 960)  
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

#### To change the means of receipt of all future Corporate Communication 更改日後所有公司通訊的收取方式

I/We would like to receive all future Corporate Communication in the manner as indicated below:

本人/我們希望以下列方式收取日後之所有公司通訊:

(Please tick the following boxes)

(請從下列選擇中空格內劃上「✓」號)

to read the **Online Version** of Corporate Communication in place of printed copies, and receive an email notification of the publication of the Online Version to my/our email address: \_\_\_\_\_; **OR**  
瀏覽公司通訊之網上版本以代替印刷本, 並收取已刊發網上版本之電郵通知, 電郵通知請發至本人/吾等之電郵地址: \_\_\_\_\_; 或

to receive a **printed version** of Corporate Communication.  
收取公司通訊之印刷本一份。

Name(s) of Shareholder(s)\*  
股東姓名#

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

Signature  
簽名

Address\*  
地址#

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

Contact telephone number (Optional)  
聯絡電話號碼(可選擇是否填寫)

Date  
日期

\* You are required to fill in the details if you download this Form from the Company's website or the website of The Stock Exchange of Hong Kong Limited.  
假如閣下從本公司或香港聯合交易所有限公司之網站下載本回條, 請必須填上有關資料。

Notes: 附註:

- Please complete all your details clearly.  
請清楚填妥 閣下所有資料。
- Please provide your email address if you wish to receive notification letter via email. If no email address is provided, a printed copy of notification letter will be sent to you by post when corporate communications is/are posted on the Company's website.  
如果閣下希望通過電郵收取通知信函, 請提供 閣下的電郵地址。如果 閣下沒有提供電郵地址, 本公司將向 閣下寄發有關已在本公司網站刊載的公司通訊文件之通知信函印刷本。
- If there is more than one box marked (✓), no box marked (✓), no signature or any other errors during completion, this Change Request Form will be void.  
如作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本回條將會作廢。
- 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 this Change Request Form in order to be valid.  
如屬聯名股東, 則本更改指示回條須由該名其姓名首先列於本公司股東名冊上的聯名股東簽署方為有效。
- For the avoidance of doubt, we do not accept any additional instructions on this Change Request Form.  
為免存疑, 本公司將不會處理任何在本更改指示回條上的額外指示。

Please cut the mailing label and stick it on an envelope to return this Request Form to us.  
閣下寄回此更改指示回條時, 請將郵寄標籤剪貼於信封上。

No postage stamp is required if posted in Hong Kong  
如在本港投寄毋須貼上郵票

Tricor Investor Services Limited  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港  
Longfor Group Holdings Limited (960)