

(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: 00119)

## NOTIFICATION LETTER 通知信函

22 May 2024

Dear Registered Holder,

Poly Property Group Co., Limited (the "Company")

- Notice of Publication of Circular and Proxy Form (the "Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available in the Company's website at <a href="https://www.polyhongkong.com">www.polyhongkong.com</a> and the website of Hong Kong Exchanges and Clearing Limited ("HKEX") at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>. If you have previously requested to receive Corporate Communications (Note 2) in printed form, the printed bilingual version of the Current Corporate Communications is enclosed.

If you have elected (or are deemed to have elected) to receive the Corporate Communications in electronic form through the Company's website but for any reason have difficulty in accessing the Current Corporate Communications, or wish to receive a printed copy of the Current Corporate Communications, the Company will upon your written request send the printed copy to you free of charge. Please make your request by completing and signing on the reply form (the "Reply Form") on the reverse side of this letter and returning it by post using the mailing label of the Reply Form to the Company c/o Computershare Hong Kong Investor Services Limited, the share registrar of the Company (the "Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to polyproperty.ecom@computershare.com.hk.

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address for receiving notification of the publication of Corporate Communications on the Company's website by scanning your personalized QR code printed on the Reply Form, or by completing, signing and returning the Reply Form by post to the Share Registrar. The above arrangements on Corporate Communications are not applicable to Actionable Corporate Communications (Note 2). Actionable Corporate Communications in printed form will be sent to you individually by post to your registered address regardless of your choice of means of receipt of Corporate Communications.

You may at any time change your choice of means of receipt of all future Corporate Communications by giving not less than seven-day notice in writing to the Share Registrar by completing and returning the Reply Form by email or by post to the above address. The Reply Form may also be downloaded from the Company's website or HKEX's website. Please note that the instruction of receiving all future Corporate Communications in printed form shall be valid until such instruction has been revoked or superseded or for one year from the receipt date of your instruction (whichever is earlier).

Should you have any queries in relation to this letter, please call the Share Registrar's hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays or send an email to <a href="mailto:polyproperty.ecom@computershare.com.hk">polyproperty.ecom@computershare.com.hk</a>.

By order of the Board Poly Property Group Co., Limited WAN Yuqing Chairman

## Notes.

- Corporate Communications mean any documents issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts 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 proxy form.
- Actionable Corporate Communications mean any corporate communications that seek instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the Company's securities holders of the Company but exclude notices of general meetings and proxy forms. 2

各登記持有人:

## 保利置業集團有限公司(「本公司」) 通函及代表委任表格(「本次公司通訊」)之發佈通知

本次公司通訊的中、英文版本已上載於本公司網站 www.polyhongkong.com.和香港交易及結算所有限公司(「**港交所**」)網站 www.hkexnews.hk。如 閣下之前已選擇以印刷形式收取公司通訊(<sup>應差2)</sup>, 隨函附上 本次公司通訊的雙語印刷版本。

如 閻下已選擇(或被視為已選擇)透過本公司網站以電子形式收取公司通訊,但因任何原因未能閱覽本次公司通訊,或欲收取本次公司通訊的印刷本,本公司將 應 閻下的書面要求寄送印刷本,費用全免。請 閻下填妥及簽署本函背頁的回條(「**回條」)**,並使用隨附之郵寄標籤交回本公司的股份過戶登記處香港中央證券 登記有限公司(「**股份過戶登記處**」),地址為香港灣仔皇后大道東 183 號合和中心 17M 樓,或電郵至 polyproperty.ecom@computershare.com.hk。

為確保及時收到最新的公司通訊,本公司建議 閣下透過掃描本函背頁回條上的專屬二維碼以提供電郵地址,以便接收本公司於本公司網站刊發的公司通訊的通知。 閣下或可填妥、簽署及郵寄交回回條至股份過戶登記處。上述有關公司通訊的安排並不適用於可供採取行動的公司通訊<sup>/海主了)。</sup>無論 閣下選擇以何種方式收取公 司通訊,可供採取行動的公司通訊之印刷本均會以郵遞方式寄往 閣下的登記地址。

閣下可隨時更改所有日後公司通訊的收取方式,惟須向股份過戶登記處發出不少於七天的書面通知。 閣下可透過填妥回條電郵或郵寄至上述地址。回條亦可從本公司網站或港交所網站下載。請注意,有關收取所有日後公司通訊印刷本的指示將一直有效,直至有關指示被撤銷或取代,或由收取 閣下的指示之日起一年內(以 較早者為準)

如 閣下對本函內容有任何疑问,謂於生知 土電郵至 polyproperty.ecom@computershare.com.hk 閣下對本函內容有任何疑問,請於星期一至五(香港公眾假期除外)上午9時正至下午6時正的辦公時間內致電股份過戶登記處的電話熱線(852) 2862 8688 或

承董事會命

保利置業集團有限公司

主席

萬字清

2024年5月22日

附註:

- 公司通訊指本公司發出以供其任何證券持有人參照或採取行動的任何文件,其中包括但不限於:(a)董事報告書、本公司的年度賬目連同核數師報告及財務摘要報告(如適用;(b)中期報 告及中期摘要報告(如適用);(c)會議通告;(d)上市文件;(e)通函;及(f)代表委任表格。 可供採取行動的公司通訊指任何涉及要求本公司的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊,但不包括股東大會通告及代表委任表格。
- 2.



REPLY FORM 回條

Computershare Hong Kong Investor Services Limited (The "Share Registrar") 数:

香港中央證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號

17M Floor, Hopewell Centre 183 Queen's Road East, Wanchai, Hong Kong

合和中心 17M 樓

(Please **choose ONLY ONE** of the options below) (請從以下選項中**只選擇其中一項**)

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications\* of the Company via electronic dissemination by scanning your personalized QR code

選項1:

掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 發佈的未來公司通訊\*

You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項 1, 閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing  "Company") via electronic dissemination  選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址 Name of Securities holder(s) 證券持有人姓名:	for receipt of future Corporate Communications* of ・以確保收到以下上市公司(「公司」)通過電子方 Name of the listed company 上市公司名稱: Poly Property Group Co., Limited	
Email address 電郵地址: (Notes 3 / 附註 3)	保利置業集團有限公司	
Option 3:       I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)         選項 3:       本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格內劃上「✓」號)         receive the Current Corporate Communications* in printed copy.       收取本次公司通訊*的印刷本。		
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5) 收取未來公司通訊*的印刷本·並已知悉本指示由收取指示日期起計一年內有效。(例註 5)		
Signature(s): <sup>(Notes 1)</sup> 簽名: <sup>(附註 1)</sup>	Contact number: 聯絡電話號碼:	Date: 日期:
Notes 附註: 1. Please complete all your details clearly. If your shares are held in joint names, all of th 滴滴差填妥 圖下之所有資料。如圖聽名股東·則本回條須由所有聯名股東聯合義 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有養實故在其他方面填寫不正確。則和何條務會件讀。	he joint shareholders should jointly sign this Reply Form in order to be vai 署,方為有效。	lid.

- 任何回嫁若弄為養養或在其他方面填寫不止煙,則不回嫁務會作為。

  3. If the Company does not receive a functional email address in your reply, you will be unable to receive email notifications regarding the publication of Corporate Communications\*,如公司沒有收到 圖下的有效電子影性地址。圖下將無法收到有關發佈公司通訊\*的重觀通知。

  4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.

  如 圖下透過二整碼、電影 回錄及/或其他方式提供多於一個的電子郵件地址、戶戶 圖下最接提供的電子郵件地址將會被用於登記。

  5. If you mark "~" in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received.

  如 圖下在提寫 3 方核內觀上 "人,要,那不會看電子影件地址被登記,只會收取公司越訊"的印刷版。

  6. For the avoidance of doub, the Company does not accept any other instructions given on this Reply Form.

  為免存疑,在本回條上的任何額外指示,公司將不予處理。

- Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form.
  陈非另有结时,公司编码形为公司已经出现将责任的疆势的持有人参照或採取行動的任何文件,其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "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").
  本登明中所指的「個人資料」與香港法例第 486 章 【個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義相同。\*
  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company, Your supply of Personal Data to the Company is on a volunty basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.
  圖下於本色優所提供的個人資料無形於(包括但不限於)有關公司以電子方式發布公司婚訊\*及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。閣下是自顧向本公司提供個人資料。若 閣下未提提供足夠資料。本公司可能無法處理 閣下在本回條上所述的指示及这要求。
  Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
  公司可就任何所說明的用途或在法例規定的情况下,將 閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及/成其他公司或團體・並將在適當期間保留該等個人資料を實及紀錄用途。
  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, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at Privacy Officer® computershate, com. M.
- PrivacyOfficer@computershare.com.lk 簡片有權相達(私職務例)的條文直開及可修改 間下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)向香港隱私主 任提出,或發送電郵至 <u>PrivacyOfficer@computershare.com.lk</u>

Mailing Label 郵寄標籤

香港中央證券登記有限公司 Freepost No. 簡便回郵號碼:37

Hong Kong 香港

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

No postage is necessary if posted in Hong Kong.

當 閣下寄回此回條時・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。