SWIRE PROPERTIES

# SWIRE PROPERTIES LIMITED
# 太古地產有限公司

(Incorporated in Hong Kong with limited liability)

**(Stock Code: 01972)**

## NOTIFICATION LETTER

2nd September 2025

Dear Non-registered holder *(Note 1)*,

**Notice of Publication of Interim Report 2025 (the "Current Corporate Communications")**

English and Chinese versions of the Current Corporate Communications of Swire Properties Limited (the "Company") are available in the Investor Relations section of the Company's website (www.swireproperties.com) and on the website of Hong Kong Exchanges and Clearing Limited ("HKEX") (www.hkexnews.hk). If you have previously selected to receive Corporate Communications*(Note 2)* in printed form, the printed form(s) of the Current Corporate Communications in your selected language(s) is/are enclosed.

**New arrangement for dissemination of Corporate Communications by electronic means**

Pursuant to the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited, the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (together with the Companies (Amendment) Ordinance 2025 which commenced operation on 17th April 2025) and the Company's Articles of Association, the Company is writing to inform you that **the Company has adopted electronic dissemination of Corporate Communications whereby both English and Chinese versions of all future Corporate Communications will be published on the Company's website (www.swireproperties.com) and HKEX's website (www.hkexnews.hk) in place of printed copies**.

**As a non-registered holder, if you wish to receive email notification of the publication of Corporate Communications on the Company's website, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries. If the Company does not receive your email address from the Intermediaries, and until such time that a functional email address is provided, you will (i) not be able to receive any email notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company's website and HKEX's website to keep up with the publication of Corporate Communications.**

If you wish to (i) continue to receive all future Corporate Communications in printed form and/or change your choice of language; or (ii) receive the Current Corporate Communications in printed form, please complete, sign and return the enclosed Request Form to the Company's share registrars, Computershare Hong Kong Investor Services Limited (the "Company's Registrars"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to swireproperties.ecom@computershare.com.hk. Please note that a request for receiving all future Corporate Communications in printed form shall be valid until such instruction has been revoked or superseded or until such time when the Company publishes its next annual report in the following year (whichever is earlier).

Should you have any questions in relation to this letter, please call the Company's Registrars at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board of
**Swire Properties Limited**
**Bernadette Lomas**
Company Secretary

Notes:

1. This letter is addressed to non-registered holders of the Company (a "non-registered holder" means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications). If you have sold or transferred all your shares in the Company, please disregard this letter and the enclosed Request Form.
2. Corporate Communications are all documents issued or to be issued by the Company to holders of any of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and financial statements contained in them), notices of meetings, listing documents, circulars and forms of proxy.

CCS3112 SPRH_NRH

***Name(s) and address of Non-registered holder(s):*** *(Note 1)*
***非登記持有人之姓名及地址:*** *(附註 1)*

## Request Form 申請表格

**To: Swire Properties Limited (the "Company")**
**(Stock Code: 01972)**
c/o Computershare Hong Kong Investor Services Limited
(the "**Company's Registrars**")
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wanchai, Hong Kong
(or by email to: swireproperties.ecom@computershare.com.hk)

**致： 太古地產有限公司（「公司」）**
**（股份代號：01972）**
經香港中央證券登記有限公司（「**公司股份登記處**」）
香港灣仔皇后大道東 183 號
合和中心 17M 樓
（或電郵至：swireproperties.ecom@computershare.com.hk）

(Please mark "X" in the appropriate box(es) 請在適用的方格內劃上「X」號)

I/We would like to receive **printed copy(ies)** of the following in 本人/吾等欲收取下列文件的**印刷本**的 ☐ English version 英文本 ☐ Chinese version 中文本 ☐ English and Chinese versions 英文和中文本

☐ (i) All future Corporate Communications *(Note 2)* issued by the Company after the date of receipt of this Request Form by the Company's Registrars until such time when the Company publishes its next annual report in the following year
自公司股份登記處收到此申請表格至公司於翌年刊發下一份年度報告期間公司刊發的所有日後公司通訊 *(附註 2)*

☐ (ii) The latest published version of 最近期刊發的 ☐ Annual Report 年度報告 ☐ Interim Report 中期報告

**Full name(s) of Non-registered holder(s):**
**非登記持有人姓名：**

**Signature(s):** *(Note 3)*
**簽名：** *(附註 3)*

**Contact number:**
**聯絡電話 ：** _____

**Date:**
**日期：** _____

NOTES 附註：

1. Please complete all your details clearly. Please specify your name and address clearly in ENGLISH CAPITAL LETTERS on the top left hand corner in this Request Form if you download this form from the web.
請清楚填妥 閣下之所有資料。倘若 閣下從網上下載本申請表格，請於申請表格左上方用英文正楷清楚註明 閣下的姓名及地址。
2. Corporate Communications are all documents issued or to be issued by the Company to holders of any of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and financial statements contained in them), notices of meetings, listing documents, circulars and forms of proxy.
公司通訊乃公司已發出或將予發出以供其證券持有人參照或採取行動的所有文件，包括（但不限於）年度和中期財務報告及其摘要報告（及其中包含的所有報告及財務報表）、會議通告、上市文件、通函及委任代表表格。
3. This Request Form is to be completed by non-registered holders of the Company (a "non-registered holder" means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications).
本申請表格是由公司之非登記持有人（「 非登記持有人」 指公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向公司發出通知表示該等人士或公司希望收到公司通訊）填妥的。
4. Any Request Form with no signature or otherwise incorrectly completed will be void.
任何申請表格若未有簽署或在其他方面填寫不正確，則會作廢。
5. For the avoidance of doubt, the Company does not accept any other instructions given on this Request Form.
為免存疑，在本申請表格上的任何額外指示，公司將不予處理。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明：

(i) "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").
本聲明中所指的「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。

(ii) Your Personal Data provided in this Request Form will be used in connection with 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 voluntary 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 Request Form.
閣下於本申請表格所提供的個人資料將用於有關公司以電子方式發布公司通訊及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。 閣下是自願向公司提供個人資料。若 閣下未能提供足夠資料，公司可能無法處理 閣下在本申請表格上所述的指示及/或要求。

(iii) Your Personal Data may be disclosed or transferred by the Company to the Company's Registrars and/or other companies or bodies as necessary 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.
公司可根據需要就任何所說明的用途或在法例規定的情況下，將 閣下的個人資料披露或轉移給公司股份登記處及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及記錄用途。

(iv) 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 should be in writing, by mail to the Hong Kong Privacy Officer of the Company's Registrars at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to PrivacyOfficer@computershare.com.hk.
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郵寄至公司股份登記處（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 PrivacyOfficer@computershare.com.hk。

**Mailing Label 郵寄標籤**

**Computershare Hong Kong Investor Services Limited**
**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.**
閣下寄回此表格時，請將郵寄標籤剪貼於信封上。
**如在本港投寄，無需支付郵費或貼上郵票。**