

SHIMAO 世茂房地產

SHIMAO PROPERTY HOLDINGS LIMITED

世茂房地產控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock code 股份代號: 813)

22 April 2020

Dear Shareholder(s),

Letter to New Registered Shareholder(s) – Election of Language and Means of Receipt of Corporate Communication

We are pleased to enclose the printed copies of (i) 2019 Annual Report and (ii) Circular dated 22 April 2020 in relation to general mandates to issue and buy back shares, re-election of retiring directors and change of company name, and notice of annual general meeting together with form of proxy (collectively the “**Current Corporate Communications**”) of Shimao Property Holdings Limited (the “**Company**”), in both English and Chinese versions, which are now available on the Company’s website at www.shimaoproperty.com. You may access the 2019 Annual Report under the Investor Relations section and the Circular dated 22 April 2020 (which includes the notice of annual general meeting) as well as the form of proxy under the Announcements/Press Center section, of the Company’s website.

We write to ascertain your preference as to whether you wish to receive the future Corporate Communications^(Note) of the Company (i) in printed form (in English version only or in Chinese version only or in both English and Chinese versions) (the “**Printed Version**”) or (ii) by electronic means through the Company’s website at www.shimaoproperty.com (the “**Website Version**”).

To make your election, please complete the reply form (the “**Reply Form**”) (at the back of this letter) and return it to the Company’s branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited (“**Tricor**”) by post (using the mailing label provided) or by email at shimao-ecom@hk.tricorglobal.com.

If the Company does not receive the duly completed and signed Reply Form or a response from you indicating the objection to access the future Corporate Communications in Website Version by 20 May 2020, you will be deemed to have consented to receiving the Website Version of all future Corporate Communications.

If you have elected (or are deemed to have consented) to receive the Website Version of all future Corporate Communications, the Company will, on the day when the Corporate Communication in Printed Version is mailed, send to you a notification letter of the availability of the Corporate Communication on the Company’s website by email (if you have provided an email address) or by post. Even if you have elected (or are deemed to have consented) to receive the Website Version of all future Corporate Communications but for any reason have difficulty in receiving or gaining access to the Corporate Communication, or wish to receive Printed Version, the Company will promptly upon receiving your written request send to you the Corporate Communication in Printed Version free of charge.

You may at any time change your choice of language or means of receipt of all future Corporate Communications, free of charge, by completing and returning to Tricor by post (using the mailing label provided) or by email at shimao-ecom@hk.tricorglobal.com, the request form which will be sent to you together with the notification letter of our Corporate Communication **in future** or can be obtained from Tricor.

Should you have any queries relating to this letter, please contact Customer Service Hotline of Tricor at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully,

Lam Yee Mei, Katherine

Company Secretary

Note: Corporate Communication refers to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.

敬啟者：

致新登記股東之函件 – 選擇公司通訊之語言版本及收取方式

世茂房地產控股有限公司(「**本公司**」)現隨函附上(i)2019年報及(ii)日期為2020年4月22日有關發行及回購股份之一般授權、重選退任董事與更改公司名稱以及股東週年大會通告之通函及代表委任表格(統稱「**是次公司通訊**」)之英文及中文版本,是次公司通訊已登載於本公司網站www.shimaoproperty.com。閣下現可於本公司網站內「投資者關係」一欄閱覽2019年報及於「公告資訊/新聞中心」一欄閱覽日期為2020年4月22日的通函(包括股東週年大會通告)以及代表委任表格。

本公司現謹奉函以確定閣下擬收取本公司日後的公司通訊^(附註)之選擇為(i)收取印刷本(只收取英文版本或中文版本,或同時收取英文及中文版本)(「**印刷本**」)或(ii)透過本公司網站www.shimaoproperty.com以電子方式收取(「**網上版本**」)。

請填妥回條(「**回條**」)(於本函的背頁)以確認閣下之選擇及利用郵寄標籤寄回本公司之股份過戶及登記香港分處卓佳證券登記有限公司(「**卓佳**」)或經電郵至shimao-ecom@hk.tricorglobal.com。

倘本公司於2020年5月20日前仍未收到閣下已填妥及簽署的回條或回覆表示閣下反對閱覽日後公司通訊之網上版本,閣下將被視為已同意收取所有日後公司通訊之網上版本。

若閣下選擇(或被視為已同意)收取所有日後公司通訊之網上版本,本公司將在寄出公司通訊印刷本當日,向閣下以電郵方式(若閣下已提供電郵地址)或以郵寄方式發出公司通訊於本公司網站已發佈之通知函。儘管閣下已選擇(或被視為已同意)收取所有日後公司通訊之網上版本,但因任何理由於收取或接收公司通訊時遇到困難,或擬收取印刷本,本公司在收到閣下的書面要求後會立即向閣下免費發送該公司通訊之印刷本。

閣下可隨時更改收取所有日後公司通訊的語言版本或收取方式的選擇,費用全免。請填妥**日後**向閣下寄送的申請表格(該表格將連同公司通訊之通知函一併寄送至閣下或可以向卓佳索取該表格),然後利用郵寄標籤寄回或經電郵至shimao-ecom@hk.tricorglobal.com交回卓佳。

倘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9時至下午6時致電卓佳客戶服務熱線(852) 2980 1333查詢。

此致

列位股東 台照

公司秘書

林綺薇

謹啟

2020年4月22日

附註: 公司通訊指由本公司發出或將予發出以供本公司證券持有人參照或採取行動的任何文件,其中包括但不限於年報、財務摘要報告(如適用)、中期報告、中期摘要報告(如適用)、季度報告、會議通告、上市文件及通函。

