



恒基兆業地產有限公司
HENDERSON LAND DEVELOPMENT COMPANY LIMITED

Incorporated in Hong Kong with limited liability
於香港註冊成立之有限公司
(Stock Code 股份代號 : 12)

23 April 2020

Dear Registered Shareholder,

**Henderson Land Development Company Limited (the “Company”)
Annual Report 2019, Circular in relation to proposals for general mandates and re-election of retiring directors, Sustainability and CSR Report 2019 and the Proxy Form (collectively “Current Corporate Communications”)**

Please be advised that the Current Corporate Communications have now been published.

For shareholders who have elected to receive printed version of corporate communications, please find the enclosed copies of the Current Corporate Communications for your reading. **In support of environmental protection and for the purpose of saving printing and mailing costs, the Company encourages and recommends you to change (as referred below) your means of receipt of future corporate communications to read the Company’s future corporate communications on the Company’s website instead of receiving printed copies.**

For shareholders who have elected (or being deemed to have consented) to access corporate communications on the Company’s website, please click the links “Investor Information” and “CSR” on the home page of the Company’s website at www.hld.com to access the Current Corporate Communications. If you have difficulty in gaining access to the Current Corporate Communications on the Company’s website, we will, promptly upon your request in writing, send printed version of the Current Corporate Communications to you free of charge. The aforesaid request should be sent to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Company’s Registrar”) at the below postal address by using the postage-prepaid mailing label provided or by email at the below email address.

You may change your choice of language and/or means of receipt of future corporate communications at any time, free of charge by giving not less than seven days’ notice by way of completing the Change Request Form on the reverse side of this letter and returning it to the Company’s Registrar at the below postal address by using the postage-prepaid mailing label provided or by email at the below email address. The Change Request Form is also available on the Company’s website.

Please note that the annual general meeting of the Company will be held at the Four Seasons Grand Ballroom, Four Seasons Hotel, 8 Finance Street, Central, Hong Kong on Monday, 8 June 2020 at 11:30 a.m.

Company’s Registrar contact details:

Postal address : 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong
Email address : HendersonLand.ecom@computershare.com.hk
Telephone : (852) 2862 8555 (during business hours (9:00 a.m. to 6:00 p.m.),
Monday to Friday, excluding Hong Kong public holidays)

Yours faithfully,
Timon LIU Cheung Yuen
Company Secretary

各位登記股東：

恒基兆業地產有限公司(「本公司」)
2019 年年報、建議有關一般授權及重選退任董事之通函、2019 年可持續發展及企業社會責任報告及代表委任書(統稱「本次公司通訊」)

謹通知 閣下本次公司通訊現已刊發。

就股東已選擇收取公司通訊之印刷本而言，現附上本次公司通訊以供 閣下細閱。為了響應環保以及節省印刷及郵遞費用，本公司鼓勵及建議 閣下更改(如以下所述)收取日後刊發之公司通訊之收取方式，通過閱覽日後刊載於本公司網站之公司通訊，以代替印刷本。

就股東已選擇(或被視為已同意)通過本公司網站閱覽公司通訊而言，請在本公司網站 www.hld.com 主頁按「投資者資訊」及「企業社會責任」之連結，以閱覽本次公司通訊。若 閣下在本公司網站閱覽本次公司通訊上遇到困難，本公司將於收到 閣下發出之書面要求後，迅即免費寄發本次公司通訊之印刷本予 閣下。請使用提供之已預付郵費之郵寄標籤把上述要求寄發至本公司之股份登記及過戶處香港中央證券登記有限公司(「股份登記及過戶處」)下述之郵寄地址或以電郵發送至下述之電郵地址。

閣下可隨時發出不少於七天的通知，免費更改收取日後刊發之公司通訊之語言版本及/或收取方式之選擇。 閣下可填妥、簽署及交回本函背面之更改表格，並使用提供之已預付郵費之郵寄標籤寄回股份登記及過戶處下述之郵寄地址，或以電郵發送至下述之電郵地址。更改表格亦可於本公司網站下載。

請注意，本公司謹訂於二零二零年六月八日(星期一)上午十一時三十分假座香港中環金融街 8 號四季酒店四季大禮堂舉行股東週年大會。

股份登記及過戶處聯絡資料：

郵寄地址：香港灣仔皇后大道東 183 號合和中心 17M 樓
電郵地址：HendersonLand.ecom@computershare.com.hk
電話：(852) 2862 8555 (星期一至星期五(香港公眾假期除外)
上午九時正至下午六時正辦公時間內)

公司秘書
廖祥源 謹啟

二零二零年四月二十三日

**Change Request Form 更改表格**

To: **Henderson Land Development Company Limited (the "Company")** (Stock Code: 12)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

致: **恒基兆業地產有限公司 ("本公司")**
(股份代號: 12)
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號合和中心 17M 樓

(A) I/We would like to receive the Current Corporate Communications of the Company in the manner as indicated below:

本人/我們希望以下列方式收取本公司之本次公司通訊:

(Please mark **ONLY ONE (X)** of the following boxes) (請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- receive the **printed English version** of the Current Corporate Communications **ONLY**; **OR**
僅收取本次公司通訊之**英文印刷本**; 或
- receive the **printed Chinese version** of the Current Corporate Communications **ONLY**; **OR**
僅收取本次公司通訊之**中文印刷本**; 或
- receive **both printed English and Chinese versions** of the Current Corporate Communications.
同時收取本次公司通訊之**英文及中文印刷本**。

(B) I/We would like to receive all future Corporate Communications* of the Company ("Corporate Communications") in the manner as indicated below:

本人/我們希望以下列方式收取本公司日後之所有公司通訊* ("公司通訊"):

(Please mark **ONLY ONE (X)** of the following boxes) (請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- read the **website version** of all future Corporate Communications on the Company's website and receive an email notification or a notification letter of the publication of Corporate Communications on website
(Please provide your email address in the space below, whereupon the Company will send a notification of the availability of the Corporate Communications on the Company's website in the future. If no email address is provided, only a notification letter of the publication of the Corporate Communications on website will be sent instead.); **OR**
閱覽刊載於本公司網站之所有日後公司通訊**網上版本**, 並收取公司通訊已在網上刊發之電郵通知/通知函件
(請在以下位置提供閣下之電郵地址, 本公司會經該電郵地址通知閣下日後本公司網站刊載之公司通訊。如未有提供電郵地址, 則會發出有關公司通訊已在網上刊發的通知函件予閣下。); 或

Email Address
電郵地址

- receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**
僅收取所有日後公司通訊之**英文印刷本**; 或
- receive the **printed Chinese version** of all future Corporate Communications **ONLY**; **OR**
僅收取所有日後公司通訊之**中文印刷本**; 或
- receive **both printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之**英文及中文印刷本**。

Signature(s):

簽署: _____

Date:

日期: _____

Name(s) of Shareholder(s) in English (Please use BLOCK LETTERS)
股東的英文名稱(請以大楷書寫)

Name(s) of Shareholder(s) in Chinese
股東的中文名稱

Registered address of Shareholder(s)
股東的登記地址

Contact Telephone Number
聯絡電話

Notes 附註:

- If your shares are held in joint names, any one of the joint holders should sign on this Change Request Form in order to be valid.
如屬聯名持有人, 則本更改表格須由聯名持有人之任何一位簽署, 方為有效。
- The instruction under (B) above will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by giving not less than seven days' notice in writing to the Company's Registrar, Computershare Hong Kong Investor Services Limited by post to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at HendersonLand.com@computershare.com.hk.
上述第(B)項指示適用於將來寄發予本公司股東之所有公司通訊, 直至閣下發出不少於七天的書面通知予本公司之股份登記及過戶處香港中央證券登記有限公司(郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵至 HendersonLand.com@computershare.com.hk), 另作選擇為止。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
為免存疑, 任何在本更改表格上的額外手寫指示, 本公司將不予處理。

* Corporate Communications include but not limited to (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
公司通訊包括但不局限於: (a) 年報; (b) 中期報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及(f) 代表委任書。

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").
本聲明中所指的「個人資料」具有《個人資料(私隱)條例》(香港法例第486章)(「《私隱條例》」)中「個人資料」的涵義。
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions.
閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料, 本公司可能無法處理閣下之指示。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Company's Registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.
本公司可就任何所說明的用途, 將閣下的個人資料披露或轉移給本公司的附屬公司、股份登記及過戶處、及/或其他公司或團體, 並將存留該等個人資料作核實及記錄用途。
- 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 and sent to the Personal Data Privacy Officer of the Company's Registrar by post or by email to hkinfo@computershare.com.hk.
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改閣下個人資料的要求均須以書面方式郵寄至股份登記及過戶處的個人資料私隱主任或電郵至 hkinfo@computershare.com.hk。
- Please refer to the Privacy Policy Statement of the Company which is available on the website of the Company (www.hld.com) for further details.
進一步之詳情請參閱刊載於本公司網站(www.hld.com)之本公司私隱政策聲明。

This form is made in English and Chinese. In case of any inconsistency, the English version shall prevail.
本表格以英文及中文發出。中英文版本內容如有任何不相符, 概以英文版本為準。

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 out the mailing label and stick it on an envelope
to return this Change Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

閣下寄回本更改表格時, 請將郵寄標籤剪貼於信封上。
如在本港投寄, 毋須貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact