



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)

## NOTIFICATION LETTER 通知函件

23 April 2020

Dear Non-registered Shareholder <sup>(Note)</sup>,

**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 informed that the Current Corporate Communications have now been published on the Company’s website at [www.hld.com](http://www.hld.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk). You may click the links “Investor Information” and “CSR” on the home page of the Company’s website or browse through the HKEXnews website to access the Current Corporate Communications.

If you have elected to receive printed version of corporate communications, please find 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 read the Company’s corporate communications on the Company’s website instead of receiving printed copies.**

If you would like to make an election in relation to corporate communications, please complete the **Request Form** on the reverse side of this letter and returning it to the Company’s share registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong by using the postage-prepaid mailing label provided (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) or by email at [HendersonLand.ecom@computershare.com.hk](mailto:HendersonLand.ecom@computershare.com.hk).

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. If you wish to attend the annual general meeting, please contact your brokers, nominees or banks.

Yours faithfully,  
**Timon LIU Cheung Yuen**  
Company Secretary

*Note: This letter is addressed to Non-registered Shareholder (“Non-registered Shareholder” means such person or company whose shares 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 to receive corporate communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.*

各位非登記股東 <sup>(附註)</sup>：

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載於本公司網站([www.hld.com](http://www.hld.com))及香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))。閣下可在本公司網站主頁按「投資者資訊」及「企業社會責任」之連結或瀏覽香港交易所披露易網站以閱覽本次公司通訊。

如 閣下已選擇收取公司通訊之印刷本，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 閣下通過閱覽日後刊載於本公司網站之公司通訊，以代替收取印刷本。

如 閣下欲就公司通訊作出選擇，請填妥在本函背面的**申請表格**，並使用提供之已預付郵費之郵寄標籤寄回本公司股份登記及過戶處香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)，或以電郵發送至 [HendersonLand.ecom@computershare.com.hk](mailto:HendersonLand.ecom@computershare.com.hk)。

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。閣下如欲出席股東週年大會，請聯絡 閣下之經紀、代理人或銀行。

公司秘書  
廖祥源 謹啟

二零二零年四月二十三日

*附註：此函件乃向本公司之非登記股東（「非登記股東」指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本公司發出通知，希望收到公司通訊）發出。如 閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面之申請表格。*

HLLH-23042020-1(0)



## Request Form 申請表格

**To: Henderson Land Development Company Limited (the “Company”) 致： 恒基兆業地產有限公司 (「本公司」)**  
(Stock Code: 12) (股份代號：12)  
c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen’s Road East, 香港灣仔皇后大道東 183 號  
Wanchai, Hong Kong 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 a notification letter of the publication of Corporate Communications on website; **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通知函件；或
- ☐ 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 Non-registered Shareholder(s) in English

(Please use **BLOCK LETTERS**)

非登記股東的英文名稱(請以大楷書寫)

Name(s) of Non-registered Shareholder(s) in Chinese

非登記股東的中文名稱

Address of Non-registered Shareholder(s)

非登記股東的地址

Contact Telephone Number

聯絡電話

**Notes 附註：**

- This letter is addressed to Non-registered Shareholder (“Non-registered Shareholder” means such person or company whose shares 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 to receive Corporate Communications).
- The instruction under (B) above will apply to all future Corporate Communications to be sent to you until you notify otherwise by giving not less than seven days’ notice in writing to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Company’s Registrar”) or unless you have at anytime ceased to have holdings in the Company.
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.

\* 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”).
- You 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.
- 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.
- 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](mailto: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](http://www.hld.com)) for further details.

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 Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

閣下寄回本申請表格時，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](http://www.computershare.com/hk/contact)