



新鴻基地產發展有限公司

Sun Hung Kai Properties 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: 16)

NOTIFICATION LETTER 通知信函

5 October 2020

Dear Non-registered Shareholder ^(Note 1),

Sun Hung Kai Properties Limited (the “Company”)

– **Notice of publication of (i) the 2019/20 Annual Report; (ii) the Circular in relation to the proposals for general mandates to buy back shares and to issue shares and re-election of Directors and the notice of annual general meeting; and (iii) the Proxy Form for 2020 annual general meeting (collectively the “Current Corporate Communications”)**

We are pleased to inform you that the English and Chinese versions of the Current Corporate Communications are available on the Company’s website at www.shkp.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at www.hkexnews.hk. You may access the Current Corporate Communications (i) by clicking “Investor Relations” section in the menu on the home page of the Company’s website, then confirming your acknowledgement of and agreement to the “Investor Relations” disclaimer and selecting “Financial Results & Reports” (for the 2019/20 Annual Report) and “Announcements” (for the other Current Corporate Communications); or (ii) by browsing through the HKEX’s website. If you have elected to receive the Corporate Communications ^(Note 2) in printed form, the printed version of your selected language(s) of the Current Corporate Communications are enclosed here with.

Please note that the 2020 annual general meeting of the Company (the “AGM”) will be held at 53rd Floor, Sun Hung Kai Centre, 30 Harbour Road, Hong Kong on Thursday, 5 November 2020 at 12:00 noon. If you wish to attend and vote at the AGM, please seek authorization from your intermediary/nominee directly.

If you want to (i) receive printed copies of the Current Corporate Communications or in the language version other than your existing choice; and/or (ii) change or select your choice of language and/or means of receipt of all future Corporate Communications, please complete the request form (the “Request Form”) on the reverse side and return it to the Company c/o the Share Registrar of the Company, Computershare Hong Kong Investor Services Limited, by using the mailing label at the bottom of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) or by email (at shkp@computershare.com.hk). The Request Form may also be downloaded from the Company’s website at www.shkp.com or the HKEX’s website at www.hkexnews.hk.

Should you have any queries relating to this letter, please call the Company’s hotline at (852) 2828 8648 from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

Yours faithfully,
YUNG Sheung-tat, Sandy
Company Secretary

Notes:

1. This letter is addressed to non-registered shareholder (i.e. 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 that such person or company wishes to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form.
2. Corporate Communications mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, which include but are not limited to (a) the directors’ report and annual financial statements together with the independent auditor’s report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

This letter is made in English and Chinese. In case of any inconsistency, the English version shall prevail.

敬啟者：

新鴻基地產發展有限公司（「本公司」）

– (i) 二〇一九至二〇年報；(ii) 有關購回股份及發行股份之一般授權及重選董事之建議及股東週年大會通告之通函；及 (iii) 二〇二〇年股東週年大會代表委任表格（統稱「本次公司通訊」）之發佈通知

謹此告知，本次公司通訊的中英文版本已登載於本公司網站 www.shkp.com 及香港交易及結算所有限公司（「港交所」）網站 www.hkexnews.hk。閣下可(i)在本公司網站主頁選單中按「投資者關係」一項，並確認及同意「投資者關係」的免責聲明，再選擇「財務業績及報告」項（以閱覽二〇一九至二〇年報）及選擇「公告」項（以閱覽本次公司通訊之其他文件）；或(ii)透過港交所網站，瀏覽本次公司通訊。如閣下已選擇收取公司通訊 ^(附註 2) 之印刷本，隨函附奉閣下所選擇之語言版本的本次公司通訊之印刷本。

本公司之二〇二〇年股東週年大會（「股東週年大會」）將於二〇二〇年十一月五日（星期四）正午十二時假座香港灣道三十號新鴻基中心五十三樓舉行。若閣下擬出席股東週年大會及於會上投票，請直接向閣下之中介人/代理人獲取有關授權。

如閣下欲(i)收取本次公司通訊之印刷本或有別於閣下已選擇之另一個語言版本；及/或(ii)更改或選擇收取日後刊發之公司通訊之語言版本及/或收取方式，請填妥在本函背面的申請表格（「申請表格」），並使用申請表格下方之郵寄標籤寄至本公司之股份過戶登記處香港中央證券登記有限公司予本公司（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票），或電郵（至 shkp@computershare.com.hk）通知本公司。申請表格亦可於本公司網站 www.shkp.com 或港交所網站 www.hkexnews.hk 下載。

若閣下對本函有任何疑問，請於星期一至星期五（公眾假期除外）上午九時至下午六時，致電本公司熱線電話(852) 2828 8648查詢。

此致
各位非登記股東 ^(附註 1) 台照

公司秘書
容上達
謹啟

二〇二〇年十月五日

附註：

1. 本函乃向本公司之非登記股東（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通知本公司其希望收到公司通訊）發出。如閣下已經出售或轉讓所持有之本公司股份，則無需理會本函及申請表格。
2. 公司通訊指本公司向其證券持有人發出或將予發出以供參照或採取行動的任何文件，包括但不限於：(a) 董事局報告書及年度財務報表連同獨立核數師報告書；(b) 中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 代表委任表格。

本函以英文及中文發出。中英文版本內容如有任何不相符，概以英文版本為準。

SHKH-05102020-1(0)



Request Form 申請表格

To: Sun Hung Kai Properties Limited (the "Company")
(Stock Code: 16)
c/o Computershare Hong Kong Investor Services Limited ("Computershare")
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wan Chai, Hong Kong

致：新鴻基地產發展有限公司（「本公司」）
（股份代號：16）
經香港中央證券登記有限公司（「中央證券」）
香港灣仔皇后大道東一八三號
合和中心十七 M 樓

(I) Please send me/us the Current Corporate Communications (as defined overleaf):

請寄予本人/吾等本次公司通訊(定義見背面):

(Please mark an (X) in ONLY ONE of the following boxes)
(請僅在下列其中一個空格內劃上「X」號)

- in printed form in English only; or
僅收取英文印刷本；或
- in printed form in Chinese only; or
僅收取中文印刷本；或
- in printed form in both English and Chinese.
同時收取英文及中文印刷本。

(II) I/We would like to receive all future Corporate Communications in the following manner:

本人/吾等欲以下列方式收取日後刊發之所有公司通訊：

(Please mark an (X) in ONLY ONE of the following boxes)
(請僅在下列其中一個空格內劃上「X」號)

- by electronic means through the Company's website at www.shkp.com instead of in printed form; or
透過本公司網站 www.shkp.com 以電子方式收取公司通訊以代替印刷本；或
- in printed form in English only; or
僅收取英文印刷本；或
- in printed form in Chinese only; or
僅收取中文印刷本；或
- in printed form in both English and Chinese.
同時收取英文及中文印刷本。

Full Name(s) of Non-registered Shareholder(s)[#]
非登記股東姓名[#]

Contact telephone number
聯絡電話號碼

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Address[#]
地址[#]

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature(s)
簽名

Date
日期

[#] You are required to fill in the details if you download this form from the website. 假如閣下從網站下載本表格，請必須填上有關資料。

Notes 附註：

- Corporate Communications mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, which include but are not limited to (a) the directors' report and annual financial statements together with the independent auditor's report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
公司通訊指本公司向其證券持有人發出或將予發出以供參照或採取行動的任何文件，包括但不限於：(a)董事局報告書及年度財務報表連同獨立核數師報告書；(b)中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。
- The instruction under (II) above will apply to the Corporate Communications to be sent to you until you notify the Company c/o Computershare to the contrary or unless you have ceased to have holdings in the Company.
上述第(II)項指示適用於將發送予閣下之所有公司通訊，直至閣下經中央證券通知本公司另外之安排或停止持有本公司的股份。
- For the avoidance of doubt, the Company does not accept any special instructions written on this form.
為免存疑，任何在本表格上的額外手寫指示，本公司將不予處理。

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」具有香港法例第四百八十六章個人資料(私隱)條例(「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 Share 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、股份過戶登記處、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 and sent to the Personal Data Privacy Officer of Computershare by post or by email to PrivacyOfficer@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/或修改閣下的個人資料的要求均須以書面方式郵寄至中央證券的個人資料私隱主任，或電郵至 PrivacyOfficer@computershare.com.hk。

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。



閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄，必須貼上郵票。

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

No postage stamp necessary if posted in Hong Kong.

郵寄標籤 MAILING LABEL

香港中央證券登記有限公司
Computershare Hong Kong Investor Services Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong