



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

26 April 2021

Dear Non-registered Shareholder ^(Note),

**Henderson Land Development Company Limited (the “Company”)
Annual Report 2020, Circular in relation to proposals for general mandates, re-election of retiring directors and adoption of new articles of association, and notice of annual general meeting, Sustainability Report 2020 and 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 and the HKEXnews website at 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 reading 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.

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 Tuesday, 1 June 2021 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 ^(附註) :

恒基兆業地產有限公司 (「本公司」)

2020 年年報、有關一般授權、重選退任董事及採納新組織章程細則之建議及股東週年大會通告之通函、2020 年可持續發展報告及代表委任書 (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)及香港交易所披露易網站(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，本公司鼓勵及建議通過閱覽本公司網站以代替收取印刷本。

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。

請注意，本公司謹訂於二零二一年六月一日(星期二)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

二零二一年四月二十六日

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-26042021-1(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).
 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。
- 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.
 上述第(B)項指示適用於發送予閣下之所有日後公司通訊，直至閣下發出不少於七天的書面通知予本公司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」)另作選擇或任何時候停止持有本公司的股份為止。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
 為免存疑，任何在本申請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 the Company's Registrar by post or by email to PrivacyOfficer@computershare.com.
 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 PrivacyOfficer@computershare.com。
- 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。

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