



世茂集團

SHIMAO GROUP HOLDINGS LIMITED

世茂集團控股有限公司

(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)

12 March 2021

Dear Shareholders,

Election of Means of Receipt and Language of Corporate Communications

Pursuant to Rules 2.07A and 2.07B of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Stock Exchange") and the articles of association of Shimao Group Holdings Limited (the "Company"), the Company is making available to you the following options for you to elect means of receipt of future corporate communications of the Company (the "Corporate Communication(s)"), which means any document(s) issued or to be issued by the Company for the information or action of any holders of the Company's securities, including but not limited to (a) the directors' report, annual accounts together with a copy of the auditors' report and, where applicable, summary financial report; (b) the interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, in the following manners:

- Option 1: to access all future Corporate Communications by electronic means through the Company's website at www.shimaogroup.hk (the "Website Version") instead of receiving printed copies, and receive a notification of the publication of the Corporate Communications on the Company's website; or
- Option 2: to receive the printed English version of all future Corporate Communications only; or
- Option 3: to receive the printed Chinese version of all future Corporate Communications only; or
- Option 4: to receive both the printed English and Chinese versions of all future Corporate Communications.

To support environmental protection and enhance efficient communication with you, the Company encourages and recommends that you select Option 1 above to receive the Website Version of all future Corporate Communications. To make your election, please complete the enclosed reply form (the "Reply Form") in accordance with the instructions printed thereon and sign and return it by mail or by hand to the Company c/o the branch share registrar and the transfer office of the Company in Hong Kong (the "Share Registrar"), Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong. If you post the Reply Form in Hong Kong, you may use the freepost mailing label provided when returning the Reply Form to the Company. If you are mailing the Reply Form from overseas, please affix an appropriate stamp. You may also send email with a scanned copy of the duly completed and signed Reply Form to shimao-ecom@hk.tricorglobal.com.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 9 April 2021, and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing to Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by email to shimao-ecom@hk.tricorglobal.com, you are deemed to have agreed to receive the Website Version of all future Corporate Communications, and a notification of the publication of the Corporate Communications on the Company's website will be sent to you in the future.

You are entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registrar at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by email to shimao-ecom@hk.tricorglobal.com to change your choice of means of receipt and/or language of all future Corporate Communications. Even if you have chosen (or are deemed to have agreed) to receive the Website Version of all future Corporate Communications but for any reason have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company or the Share Registrar will, upon your request in writing or by email to shimao-ecom@hk.tricorglobal.com, send the printed form of the Corporate Communications to you in the selected language version(s) free of charge.

Please note that printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Share Registrar on request. The Website Version of all future Corporate Communications will also be available on the Company's website at www.shimaogroup.hk and the website of the Stock Exchange at www.hkexnews.hk.

Should you have any query relating to this letter, please call the dial-up hotline of the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully

For and on behalf of
Shimao Group Holdings Limited
Lam Yee Mei, Katherine
Company Secretary

各位股東：

選擇公司通訊之收取方式及語言版本

根據香港聯合交易所有限公司(「聯交所」)證券上市規則第2.07A條及第2.07B條以及世茂集團控股有限公司(「本公司」)的組織章程細則，本公司現向閣下提供下列方案，以供選擇收取日後本公司之公司通訊(「公司通訊」)，此乃指本公司發出或將予發出以供本公司任何證券之持有人參照或採取行動之文件，包括但不限於(a)董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

方案一：透過本公司網站www.shimaogroup.hk以電子方式存取所有日後公司通訊(「網上版本」)，以代替收取印刷本，並收取公司通訊已在本公司網站登載之通知；或

方案二：僅收取所有日後公司通訊之英文印刷本；或

方案三：僅收取所有日後公司通訊之中文印刷本；或

方案四：同時收取所有日後公司通訊之英文及中文印刷本。

為支持環保及促進與閣下之有效溝通，本公司鼓勵及推薦閣下選擇上述方案一以收取所有日後公司通訊之網上版本。為方便閣下作出選擇，請根據隨本函附上之回條(「回條」)上所列印之指示填妥及簽署，並郵寄或親身交回本公司於香港之股份過戶登記分處(「股份過戶登記處」)卓佳證券登記有限公司，地址為香港皇后大道東183號合和中心54樓，再轉交本公司。如閣下於香港投寄回條，可使用已提供之免郵費郵寄標籤將回條寄回本公司。如閣下於海外投寄回條，則請貼上適當郵票。閣下亦可將已適當填妥並簽署的回條掃描本電郵至shimao-ecom@hk.tricorglobal.com。

倘若本公司於二零二一年四月九日或之前尚未收到閣下已填妥並簽署之回條或表示反對之任何書面回覆，及直至閣下透過股份過戶登記處發出合理之事前書面通知至香港皇后大道東183號合和中心54樓或電郵至shimao-ecom@hk.tricorglobal.com以通知本公司，閣下將被視為已同意收取所有日後公司通訊之網上版本，而本公司日後將向閣下發送公司通訊已在本公司網站登載之通知。

閣下有權隨時透過股份過戶登記處發出合理之事前書面通知至香港皇后大道東183號合和中心54樓或電郵至shimao-ecom@hk.tricorglobal.com以通知本公司，更改閣下就收取所有日後公司通訊之收取方式及/或語言版本之選擇。即使閣下已選擇(或被視為已同意)收取所有日後公司通訊之網上版本，如因任何理由以致收取或接收公司通訊之網上版本時出現困難，本公司或股份過戶登記處將於收到閣下之書面要求或電郵至shimao-ecom@hk.tricorglobal.com後，按閣下所選擇的語言，免費寄送公司通訊之印刷本。

請注意，本公司或股份過戶登記處應要求提供本公司所有日後公司通訊之英文及中文印刷本，所有日後公司通訊亦將於本公司網站www.shimaogroup.hk及聯交所網站www.hkexnews.hk登載。

如閣下對本函有任何疑問，請於辦公時間內(星期一至星期五上午9時正至下午6時正，香港公眾假期除外)致電股份過戶登記處電話熱線(852) 2980 1333查詢。

代表
世茂集團控股有限公司
公司秘書
林綺薇
謹啟

2021年3月12日

REPLY FORM 回條

To: Shimaogroup Holdings Limited
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 813)
c/o Tricor Investor Services Limited
Level 54, Hopewell Centre,
183 Queen’s Road East, Hong Kong

致：世茂集團控股有限公司
(於開曼群島註冊成立之有限公司)
(股份代號：813)
經卓佳證券登記有限公司
香港皇后大道東183號
合和中心54樓

I/we would like to receive all future Corporate Communications of the Company in the manner as indicated below: (Please mark a “✓” in ONLY ONE of the following boxes.)

- to access all future Corporate Communications by electronic means through the Company’s website at www.shimaogroup.hk (the “Website Version”) instead of receiving printed copies, and receive a notification of the publication of the Corporate Communications on the Company’s website; OR
透過本公司網站 www.shimaogroup.hk 以電子方式存取所有日後公司通訊(「網上版本」)；以代替收取印刷本，並收取公司通訊已在本公司網站登載之通知；或

Email Address
電郵地址

[Grid for email address input]

(The Company will send to the email address provided above (if any) a notification of the availability of the Corporate Communication on the Company’s website in the future. If no email address is provided, only a notification letter of the availability of the Corporate Communication on the Company’s website will be sent to the shareholder. Please provide the email address in Block Letters and the email address is used for notification of release of Corporate Communication only.)

(本公司日後會在於本公司網站已發佈時，發出通知至以上提供之電郵地址(如有)。如未有提供電郵地址，則會在於本公司網站於本公司網站已發佈時，僅發出通知函予閣下。請以正楷填寫電郵地址，而該電郵地址僅供用作發送有關公司通訊已發佈之通知。)

- to 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
to 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
to receive both the 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。

Shareholder’s full name:
股東全名：
(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature:
簽名：

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

Contact telephone number:
聯絡電話號碼：

Date:
日期：

Notes:

- Please complete all your details clearly. Any Reply Form that has not been completed clearly or otherwise incorrectly completed will be void at the discretion of the Company.
請閣下清楚填妥所有資料。本公司將有酌情權決定任何未有清楚填妥或填寫不正確之回條無效。
2. If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 9 April 2021, you are deemed to have agreed to receive the Website Version of all future Corporate Communications. All future Corporate Communications will be sent out in the manner specified in the Company’s letter dated 12 March 2021, and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you in the future.
倘若本公司於二零二一年四月九日或之前尚未收到閣下已適當填妥並簽署的回條或表示反對之任何書面回覆，閣下將被視為已同意收取所有日後公司通訊之網上版本。所有日後公司通訊將按日期為二零二一年三月十二日之本公司函件內所述之方式發送，而本公司日後將向閣下發送公司通訊已在於本公司網站登載之通知。
3. By selecting to receive the Website Version of the Corporate Communications instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
於選擇收取公司通訊之網上版本以代替收取印刷本後，閣下已明示同意放棄收取公司通訊印刷本的權利。
4. If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.
如屬聯名股東，則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
5. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise the Company c/o the branch share registrar and the transfer office of the Company in Hong Kong (the “Share Registrar”), Tricor Investor Services Limited, by reasonable prior notice in writing to Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong or by email to shimaogroup@hk.tricorglobal.com.
上述指示適用於將來發送予閣下之所有日後公司通訊，直至閣下透過本公司於香港之股份過戶登記分處(「股份過戶登記處」)卓佳證券登記有限公司發出合理之書面通知至香港皇后大道東183號合和中心54樓或電郵至 shimaogroup@hk.tricorglobal.com 以通知本公司更改有關指示為止。
6. You are entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registrar to change your choice of means of receipt and/or language of all future Corporate Communications.
閣下有權隨時透過股份過戶登記處發出合理之書面通知以通知本公司，更改閣下就收取所有日後公司通訊之收取方式及/或語言版本之選擇。
7. For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.
為免存疑，本公司概不接受於本回條上書寫之任何額外指示。
8. Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of the Company’s securities, including but not limited to: (a) directors’ report, annual accounts together with a copy of the auditor’s report and, where applicable, summary financial report; (b) interim report and, where applicable, summary interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.
公司通訊指本公司發出或將予發出以供其任何證券的持有人參照或採取行動之文件，包括但不限於：(a)董事會報告、年度賬目連同核數師報告以及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT
收集個人資料聲明

“Personal Data” in this statement has the same meaning as “personal data” defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the “PDPO”), which may include but not limited to your name, contact telephone number, email address and mailing address.
本聲明中之「個人資料」相等於(「私隱條例」)第486章(「私隱條例」)所定義之「個人資料」，當中可能包括但不限於閣下之姓名、聯絡電話號碼、電郵地址及郵寄地址。

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.
閣下是自願提供個人資料，以便按閣下選擇之方式收取公司通訊。本公司將在有需要之期間，保存閣下之個人資料作核實及記錄用途。

You have the right to request access to and/or correction of the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:
閣下有權根據(「私隱條例」)中的條款，查閱及/或修改閣下之個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出：

By mail to: Privacy Compliance Officer
Tricor Investor Services Limited
Level 54, Hopewell Centre,
183 Queen’s Road East, Hong Kong
By email to: is-enquiries@hk.tricorglobal.com
Please cut the mailing label and stick this on an envelope to return this Reply Form to us.
No postage stamp is required for local mailing.

Mailing Label 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freeport No. 簡便回郵號碼：37
Hong Kong 香港

郵寄至：私隱事務主任
卓佳證券登記有限公司
香港皇后大道東183號合和中心54樓
電郵至：is-enquiries@hk.tricorglobal.com
閣下寄回此回條時，請將此郵寄標籤剪貼於信封上
如在本港投寄，則毋須貼上郵票