

**SWIRE PROPERTIES LIMITED**  
**太古地產有限公司**  
(Incorporated in Hong Kong with limited liability)  
(Stock Code: 01972)

**NOTIFICATION LETTER 通知信函**

12 April 2021

Dear Shareholder,

**Swire Properties Limited (the “Company”)**  
**– Notice of Publication of Annual Report 2020, Circular, Notice of Annual General Meeting and Form of Proxy (the “Current Corporate Communication”)**

English and Chinese versions of the Current Corporate Communication are available on, and may be accessed under the Investor Relations section of the Company’s website at [www.swireproperties.com](http://www.swireproperties.com) and are also available on the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk). If you have elected to receive corporate communications<sup>#</sup> in printed form, the printed form (or forms) of the Current Corporate Communication is (or are) enclosed.

If you would like (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form, please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand to the Company c/o the Company’s share registrars (the “Company’s Registrars”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Change Request Form to [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company’s website at [www.swireproperties.com](http://www.swireproperties.com) or the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have elected (or are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company’s website and for any reason have difficulty in obtaining access to corporate communications on the Company’s website, the Company will upon request send the Current Corporate Communication to you in printed form free of charge.

Please be reminded that the Annual General Meeting of the Company will be held at the Ballroom, Level 3, JW Marriott Hotel Hong Kong, Pacific Place, 88 Queensway, Hong Kong on Tuesday, 11th May 2021 at 10:00 a.m. If you would like to appoint proxies to attend and vote in your stead at the Annual General Meeting, please download the Form of Proxy from the Company’s website, complete, sign and deposit the Form of Proxy at the Company’s Registrars following the instructions as provided in the Notes to the Form of Proxy.

You may at any time by reasonable notice in writing to the Company (sent to the Company’s Registrars at the above address or by email to [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk)) elect (i) to receive future corporate communications in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form.

Should you have any questions in relation to this letter, please call the telephone hotline of the Company’s Registrars at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board of  
**Swire Properties Limited**  
**St. John Flaherty**  
Company Secretary

*# Corporate communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and financial statements contained in them), notices of meetings, listing documents, circulars and forms of proxy.*

各位股東：

**太古地產有限公司（「公司」）**  
**– 二零二零年度報告、通函、股東周年大會通告及委任代表表格（「本次公司通訊」）之發佈通知**

本次公司通訊之中，英文版本已上載於公司網站 ([www.swireproperties.com](http://www.swireproperties.com)) 之投資者關係網頁及香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎查閱。如閣下已選擇收取公司通訊<sup>#</sup>之印刷本，本次公司通訊隨本函附上。

如閣下欲(i)收取公司將來的公司通訊之印刷本，以取代於公司網站登載的電子本（或收取於公司網站登載的電子本，以取代印刷本）或(ii)更改所收取的公司通訊印刷本的語言版本，請閣下填妥在本函背面的變更申請表，並在變更申請表上簽名，然後把變更申請表寄回或親手交回公司的股份登記處香港中央證券登記有限公司（「公司股份登記處」），地址為香港灣仔皇后大道東183號合和中心17M樓。倘若閣下在香港投寄，可使用變更申請表內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可把變更申請表的掃描副本電郵至 [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk)。變更申請表可於公司網站 ([www.swireproperties.com](http://www.swireproperties.com)) 或香港聯合交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 下載。

如閣下已選擇（或被視為已選擇）收取於公司網站登載的本次公司通訊電子本，惟因故查閱公司通訊上出現困難，公司將於收到閣下要求後寄上本次公司通訊的印刷本，費用全免。

請注意，公司將於二零二一年五月十一日（星期二）上午十時正於香港金鐘道88號太古廣場香港JW萬豪酒店三樓宴會廳舉行股東周年大會。如閣下欲委任代表出席股東周年大會及於會上代為投票，請於公司網站下載委任代表表格，並根據委任代表表格內附註之指示填寫、簽署，及將委任代表表格送達公司股份登記處。

閣下可以隨時以合理時間的書面通知（於上述地址或以電郵方式發送至 [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk) 予公司股份登記處），選擇(i)收取將來的公司通訊之印刷本，以取代於公司網站登載的電子本（或收取於公司網站登載的電子本，以取代印刷本）或(ii)更改所收取的公司通訊印刷本的語言版本。

閣下如有任何與本函內容有關的疑問，請致電公司股份登記處電話熱線(852) 2862 8688，辦公時間為星期一至星期五（公眾假期除外）上午9時正至下午6時正。

承董事局命  
**太古地產有限公司**  
公司秘書  
**傅赫庭**

二零二一年四月十二日

*# 公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件，包括但不限於年度和中期財務報告及其摘要報告（及其中包含的所有報告及財務報表）、會議通告、上市文件、通函及委任代表表格。*



Name(s) and address of Shareholder(s):  
股東之姓名及地址:

## Change Request Form 變更申請表

**To:** Swire Properties Limited ("the Company")  
(Stock Code: 01972)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong

**致:** 太古地產有限公司(「公司」)  
(股份代號: 01972)  
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

I/We have received the Current Corporate Communication (as defined on the reverse side of this form) in the English language, the Chinese language or in both languages or have elected (or am/are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website.  
本人/我們已收取本次公司通訊(定義見本表格背面)之英文/中文印刷本或已選擇(或被視為已選擇)收取於公司網站登載的本次公司通訊電子本。

**Part A** I/We would like to receive the Current Corporate Communication in printed form in the manner indicated below:

**甲部** 本人/我們現欲以下列方式收取本次公司通訊之印刷本:

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

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I/We would like to receive the Current Corporate Communication in the <b>English language only</b> .<br>本人/我們現欲收取本次公司通訊之 <b>英文本</b> 。                                |
| <input type="checkbox"/> | I/We would like to receive the Current Corporate Communication in the <b>Chinese language only</b> .<br>本人/我們現欲收取本次公司通訊之 <b>中文本</b> 。                                |
| <input type="checkbox"/> | I/We would like to receive the Current Corporate Communication both in the <b>English language and in the Chinese language</b> .<br>本人/我們現欲收取本次公司通訊之 <b>英文和中文本</b> 。 |

**Part B** I/We would like to change the way in which I/we receive future corporate communications<sup>#</sup> from the Company in the manner indicated below:

**乙部** 本人/我們現欲變更以下列方式收取公司將來的公司通訊<sup>#</sup>:

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | in printed form in the <b>English language only</b> .<br>僅收取 <b>英文印刷本</b> 。   |
| <input type="checkbox"/> | in printed form in the <b>Chinese language only</b> .<br>僅收取 <b>中文印刷本</b> 。   |
| <input type="checkbox"/> | in printed form both in the <b>English language and in the Chinese language</b> .<br>同時收取 <b>英文及中文印刷本</b> 。   |
| <input type="checkbox"/> | in <b>electronic form</b> on the Company's website and by receiving an email notification or a notification letter when each corporate communication is made available on the Company's website.<br>收取於公司網站登載的 <b>電子本</b> , 並於每次公司網站登載公司通訊時收取電郵通知或通知信函。 |

**Email Address**  
電郵地址

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(The Company will send to the email address provided above (if any) a notification of the availability of each corporate communication on the Company's website. If no email address is provided, a notification letter of the publication of the corporate communication on the Company's website will be sent. **Please provide the email address in English CAPITAL LETTERS and the email address is used for notification of release of corporate communications only.**)  
(每次公司網站登載公司通訊時, 公司將發送電郵通知至以上提供之電郵地址(如有)。如未有提供電郵地址, 則會發出公司通訊已在網上刊發的通知信函予 閣下。請以英文正楷填寫電郵地址, 以上電郵地址僅供用作通知公司通訊已發佈。)

**Signature(s)**  
簽名

**Contact telephone number**  
聯絡電話號碼

**Date**  
日期

**Notes 附註:**

- Please complete all your details clearly. Please specify your name and address clearly in CAPITAL LETTERS IN ENGLISH on the top left hand corner in this Change Request Form if you downloaded this form from the web.  
請 閣下清楚填寫所有資料。倘若 閣下從網上下載本變更申請表, 請於本表左上方用英文正楷清楚註明 閣下的姓名及地址。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company should sign this Change Request Form in order for it to be valid.  
如屬聯名股東, 則本變更申請表應由該名於公司股東名冊上名列首位的股東簽署, 方為有效。
- Any form with more than one box marked "X" in Part A or Part B, with no box marked "X", with no signature or otherwise incorrectly completed will be void.  
如在本表格甲部或乙部作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- For the avoidance of doubt, we do not accept any other instructions given on this Change Request Form.  
為免存疑, 任何在本變更申請表上的額外指示將不予處理。
- Please note that English and Chinese versions of the Company's corporate communications which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company's corporate communications are also available on the Company's website ([www.swireproperties.com](http://www.swireproperties.com)) for five years from the date of first publication.  
公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本, 可供索取。所有公司通訊的中、英文版亦由首次登載日期起計, 持續5年載於公司網站([www.swireproperties.com](http://www.swireproperties.com))上。

<sup>#</sup> Corporate communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and financial statements contained in them), notices of meetings, listing documents, circulars and form of proxy.  
公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件, 包括但不限於年度和中期財務報告及其摘要報告(及其中包含的所有報告及財務報表)、會議通告、上市文件、通函及委任代表表格。

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

**No postage is necessary if posted in Hong Kong.**

當 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, 閣下無需支付郵費或貼上郵票。

### Get in touch with us 與我們聯繫

Send us an enquiry 查詢  
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)