



NOTIFICATION LETTER 通知信函

5 October 2020

Dear Registered Shareholder,

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](http://www.shkp.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://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<sup>(Note)</sup> in printed form, the printed version of your selected language(s) of the Current Corporate Communications are enclosed herewith.

Please note that the 2020 annual general meeting of the Company 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 have chosen (or are deemed to have consented) to receive the Corporate Communications by electronic means through the Company’s website instead of in printed form but (i) for any reason have difficulty in receiving or gaining access to the Current Corporate Communications; or (ii) would like to receive a printed copy of the Current Corporate Communications, the Company will upon written request send the printed copy of the Current Corporate Communications to you free of charge. Please make your request to the Company c/o Computershare Hong Kong Investor Services Limited (“Computershare”, the Share Registrar of the Company), at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email at [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk).

If you have received the Current Corporate Communications in either English or Chinese only and would like to receive printed copies in the other language free of charge, please send your request to the Company c/o Computershare by post or by email.

With respect to all future Corporate Communications, please note that you are entitled to change your choice of language and/or means of receipt by giving reasonable notice (of not less than 7 days) to the Company c/o Computershare in writing (at the address stated above) or by email (at [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk)) or simply completing the change request form (the “Change Request Form”) on the reverse side and returning it to the Company c/o Computershare by using the mailing label at the bottom of the Change Request Form without the need to affix a stamp if you post it in Hong Kong. Otherwise, please affix an appropriate stamp. The Change Request Form may also be downloaded from the Company’s website at [www.shkp.com](http://www.shkp.com) or the HKEX’s website at [www.hkexnews.hk](http://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

Note: 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)二〇一九至二〇二〇年年報；(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](http://www.shkp.com) 及香港交易及結算所有限公司（「港交所」）網站 [www.hkexnews.hk](http://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（以閱覽二〇一九至二〇二〇年年報）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<sup>(附註)</sup>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。

若閣下已選擇(或被視為已同意)透過本公司網站以電子方式收取公司通訊以代替收取印刷本，但(i)因任何理由以致在收取或接收本次公司通訊時遇到困難；或(ii)現欲領取本次公司通訊的印刷本，本公司將在收到閣下之書面要求後寄上本次公司通訊的印刷本，費用全免。請將閣下之要求經香港中央證券登記有限公司（「中央證券」，本公司之股份過戶登記處）通知本公司，地址為香港灣仔皇后大道東一八三號合和中心十七M樓，或電郵至 [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk)。

如閣下只收取本次公司通訊之中文版本或英文版本，惟希望免費索取另一種語言之印刷本，請以郵寄或電郵方式經中央證券向本公司索取。

有關日後刊發之公司通訊，閣下有權在合理時間內(為不少於七天)經中央證券通知本公司，以更改語言版本及/或收取方式之選擇。閣下可以書面(寄送至上述中央證券之地址)或電郵(至 [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk))方式通知本公司或填妥在本函背面的更改表格（「更改表格」），並使用更改表格下方之郵寄標籤寄至中央證券予本公司，如在香港投寄，毋須貼上郵票，否則，請貼上適當的郵票。更改表格亦可於本公司網站 [www.shkp.com](http://www.shkp.com) 或港交所網站 [www.hkexnews.hk](http://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  
各位登記股東 台照

公司秘書  
容上達  
謹啟

二〇二〇年十月五日

附註：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。



Change Request Form 更改表格

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/We would like to change to receive all future Corporate Communications in the following manner: 本人/吾等欲更改收取日後刊發之所有公司通訊的方式如下:

(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) with an email notification to my/our email address below when each Corporate Communication is made available on the Company's website; 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, 並在每次公司通訊刊登於本公司網站時收取發送

(Please provide the email address in capital letters in English. The email address will be used only for notification of release of Corporate Communications.)

(請以英文正楷填寫電郵地址, 而電郵地址僅供用作通知公司通訊已發佈。)

Email Address 電郵地址

Grid for email address input

(If no email address is provided, a notification letter of the publication of the Corporate Communications on the Company's website will be sent to you by post.) (如未有提供電郵地址, 本公司將把有關公司通訊在本公司網站刊登的通知信函郵寄予閣下。)

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

Full Name(s) of Shareholder(s) 股東姓名

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

Contact telephone number 聯絡電話號碼

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:

- 1. 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。 2. 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 form in order to be valid. 如屬聯名股東, 則本表格須由該名於本公司股東名冊上就聯名持有股份其姓名名列首位的股東簽署, 方為有效。 3. You are entitled at any time by reasonable notice (of not less than 7 days) in writing to the Company c/o Computershare at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at shkp@computershare.com.hk or by completing and returning this form to change your choice of language and/or means of receipt of Corporate Communications. 閣下有權隨時在合理時間內 (為不少於七天) 以書面方式經中央證券通知本公司, 地址為香港灣仔皇后大道東一八三號合和中心十七 M 樓或電郵至 shkp@computershare.com.hk 或填妥及寄回本表格, 以更改閣下收取公司通訊之語言版本及/或方式之選擇。 4. 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

- (i) "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。 (ii) 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。 (iii) 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。 (iv) 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。

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

閣下寄回此更改表格時, 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 change request form to us. No postage stamp necessary if posted in Hong Kong.

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