



新鴻基地產發展有限公司 Sun Hung Kai Properties Limited

(Incorporated in Hong Kong with limited liability)
(Stock Code: 16)

7 October 2022

Dear New Registered Shareholder,

Election of Language and Means of Receipt of Corporate Communications

We are pleased to enclose the English and Chinese versions of (i) the 2021/22 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 2022 annual general meeting of the Company.

Please note that the 2022 annual general meeting of the Company will be held at 53rd Floor, Sun Hung Kai Centre, 30 Harbour Road, Hong Kong on Thursday, 3 November 2022 at 12:00 noon.

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of the Company, the Company would like to ascertain your preference as to whether to receive future Corporate Communications^(Note) (i) by electronic means through the Company's website at www.shkp.com; or (ii) in printed form (in English only or in Chinese only or in both languages). In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to elect electronic means for receiving future Corporate Communications.

If you choose to receive the Corporate Communications by electronic means through the Company's website, the Company will notify you of the publication of the relevant Corporate Communications on the Company's website. The notification will be sent to you by email (if you have provided an email address) or by post (if you have not provided an email address) at your address as appearing in the register of members of the Company (the "Register") maintained by 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.

If you choose to receive the Corporate Communications in printed form, the Company will send you printed copies of the Corporate Communications in the language(s) you have expressly chosen to receive.

To make your election, please complete the enclosed change request form (the "Change Request Form") and return it to the Company c/o Computershare **within one month from the date of this letter**. If you post your Change Request Form in Hong Kong, you may use the pre-paid mailing label in the Change Request Form and need not affix a stamp to the envelope when returning the Change Request Form. Otherwise, please affix an appropriate stamp. The Change Request Form may also be downloaded from the Company's website at www.shkp.com or the website of Hong Kong Exchanges and Clearing Limited ("HKEX") at www.hkexnews.hk.

If the Company does not receive a duly completed and signed Change Request Form from you, or does not receive a response indicating the objection from you, within one month from the date of this letter and until you inform the Company c/o Computershare otherwise by reasonable notice (of not less than 7 days) in writing or by email (at shkp@computershare.com.hk), you will be deemed to have consented to receiving all future Corporate Communications by electronic means through the Company's website in lieu of in printed form. A notification of publication of the Corporate Communications on the Company's website will be sent to you by post at your address as appearing in the Register.

You are entitled at any time by 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) to change your choice of the language and/or means of receipt of the Corporate Communications. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications by electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, or wish to receive printed copies, the Company will promptly upon your written request send the Corporate Communications to you in printed form free of charge.

The Sustainability Report 2021/22 (the "Sustainability Report") is published in electronic form only and is available on the Company's website at www.shkp.com and the HKEX's website at www.hkexnews.hk. You may access the Sustainability Report (i) by clicking the "Sustainable Development" section in the menu on the home page of the Company's website, then selecting "Sustainability Reports"; or (ii) by browsing through the HKEX's website. If you wish to receive a printed copy of the Sustainability Report, please make your written request to the Company c/o Computershare by post at the above address or by email at shkp@computershare.com.hk.

Please note that (i) printed copies of the Corporate Communications in both English and Chinese are available from the Company or Computershare upon request; and (ii) both language versions of the Corporate Communications are also available on the Company's website at www.shkp.com for five years from the date of first publication and on 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

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.

SHKH-07102022-1(7)

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

送至以下電郵地址的電郵通知；或
 (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

(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；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 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位列首位的股東簽署，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, Wanchai, 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

閣下寄回此更改表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄須貼上郵票。
 Please use 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.

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