



NOTIFICATION LETTER 通知信函

5 October 2023

Dear Registered Shareholder,

Sun Hung Kai Properties Limited (the “Company”)

– Notice of publication of (i) the 2022/23 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; (iii) the Proxy Form for 2023 annual general meeting (collectively the “Current Corporate Communications”); and (iv) the Sustainability Report 2022/23 (the “Sustainability Report”)

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 2022/23 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 2023 annual general meeting of the Company will be held at 53rd Floor (as the principal meeting venue) and 4th Floor (as the additional meeting venue), Sun Hung Kai Centre, 30 Harbour Road, Hong Kong on Thursday, 2 November 2023 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, Wan Chai, 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 by post (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).

The Sustainability Report is published in electronic form only and is available on the Company’s website at [www.shkp.com](http://www.shkp.com) and the HKEX’s website at [www.hkexnews.hk](http://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](mailto:shkp@computershare.com.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)二〇二二至二〇二三年年報；(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；(iii)二〇二三年股東週年大會代表委任表格（統稱「本次公司通訊」）；及(iv)可持續發展報告二〇二二至二〇二三年（「可持續發展報告」）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（以閱覽二〇二二至二〇二三年年報）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。

本公司之二〇二三年股東週年大會將於二〇二三年十一月二日(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(作為主要會議場地)及四樓(作為額外會議場地)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。閣下可以書面郵寄(至上述地址)或電郵(至 [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk))方式經中央證券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。

可持續發展報告僅以電子形式登載於本公司網站 [www.shkp.com](http://www.shkp.com) 及港交所網站 [www.hkexnews.hk](http://www.hkexnews.hk)。閣下可(i)在本公司網站主頁選單中按「企業可持續發展」一項，再選擇「可持續發展報告」項；或(ii)透過港交所網站，瀏覽可持續發展報告。若閣下欲領取可持續發展報告的印刷本，請將閣下之書面要求經中央證券郵寄至上述地址，或以電郵發送至 [shkp@computershare.com.hk](mailto:shkp@computershare.com.hk) 通知本公司。

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

二〇二三年十月五日

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。

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