



保利置業

POLY PROPERTY

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock code 股份代號：00119)

## NOTIFICATION LETTER 通知信函

22 May 2024

Dear Non-registered Holder<sup>(Note 1)</sup>,

**Poly Property Group Co., Limited (the “Company”)**  
**– Notice of Publication of Circular and Proxy Form (the “Current Corporate Communications”)**

The English and Chinese versions of the Company’s Current Corporate Communications are available in the Company’s website at [www.polyhongkong.com](http://www.polyhongkong.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk). If you have previously requested to receive Corporate Communications<sup>(Note 2)</sup> in printed form, the printed bilingual version of the Current Corporate Communications is enclosed.

As a non-registered shareholder, if you wish to receive all future Corporate Communications by electronic means through the Company’s website instead of in printed form with an email notification of the publication of the same on the Company’s website, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries. If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will (i) be unable to receive any email notifications regarding the publication of Corporate Communications; and (ii) receive the notification of publication in printed form.

If you wish to receive the Current or all future Corporate Communications in printed form, please complete the reply form (the “Reply Form”) on the reverse side of this letter and return it to the Company c/o Computershare Hong Kong Investor Services Limited, the share registrar of the Company (the “Share Registrar”), by post using the mailing label of the Reply Form to 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to [polyproperty.ecom@computershare.com.hk](mailto:polyproperty.ecom@computershare.com.hk). The Reply Form may also be downloaded from the Company’s website or HKEX’s website. Please note that the instruction of receiving all future Corporate Communications in printed form shall be valid until such instruction has been revoked or superseded or for one year from the receipt date of your instruction (whichever is earlier).

Should you have any queries in relation to this letter, please call the Share Registrar’s hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays or send an email to [polyproperty.ecom@computershare.com.hk](mailto:polyproperty.ecom@computershare.com.hk).

By order of the Board  
**Poly Property Group Co., Limited**  
**WAN Yuqing**  
Chairman

Notes:

- Non-registered holder means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through CCASS to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this letter.
- Corporate Communications mean any documents issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各非登記持有人<sup>(附註 1)</sup>：

**保利置業集團有限公司 (「本公司」)**  
**– 通函及代表委任表格 (「本次公司通訊」) 之發佈通知**

本次公司通訊的中、英文版本已上載於本公司網站 [www.polyhongkong.com](http://www.polyhongkong.com) 和香港交易及結算所有限公司(「港交所」)網站 [www.hkexnews.hk](http://www.hkexnews.hk)。如閣下之前已選擇以印刷形式收取公司通訊<sup>(附註 2)</sup>，隨函附上本次公司通訊的雙語印刷版本。

作為非登記持有人，倘閣下希望透過電子方式取代印刷形式收取所有日後公司通訊，以接收本公司於本公司網站刊發的公司通訊的通知，閣下應聯絡閣下持有本公司股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「仲介公司」)，並向其提供閣下的電郵地址。如果本公司沒有從中介公司收到閣下的有效電子郵件地址，直至中介公司收到閣下有效的電子郵件地址前，閣下將(i)無法收到任何有關發佈公司通訊的電郵通知；及(ii)收到公司通訊發佈通知的印刷本。

如閣下欲收取本次或所有日後公司通訊的印刷本，請填妥在本函背頁的回條(「回條」)，並使用隨附之郵寄標籤寄回本公司的股份過戶登記處香港中央證券登記有限公司(「股份過戶登記處」)，地址為香港灣仔皇后大道東183號合和中心17M樓，或電郵至 [polyproperty.ecom@computershare.com.hk](mailto:polyproperty.ecom@computershare.com.hk)。回條亦可於本公司網站或港交所網站內下載。請注意，以印刷形式接收所有日後公司通訊的指示將一直有效，直至該指示被撤銷或取代，或自收取閣下的指示之日起一年內(以較早者為準)。

如閣下對本函內容有任何疑問，請於星期一至五(香港公眾假期除外)上午9時正至下午6時正的辦公時間內致電股份過戶登記處的電話熱線(852) 2862 8688或電郵至 [polyproperty.ecom@computershare.com.hk](mailto:polyproperty.ecom@computershare.com.hk)。

承董事會命  
**保利置業集團有限公司**  
主席  
**萬宇清**

2024年5月22日

附註：

- 非登記持有人指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收取公司通訊。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件。
- 公司通訊指本公司發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於：(a)董事報告書、本公司的年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

## REPLY FORM 回條

**To: Computershare Hong Kong Investor Services Limited (The "Share Registrar") 致：香港中央證券登記有限公司（「股份過戶處」）**  
 17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號  
 183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

## REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications\* pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊\*，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

## Request for Corporate Communications\* in printed form / 要求收取公司通訊\*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): Poly Property Group Co., Limited  
 上市公司（「公司」）名稱：保利置業集團有限公司

- I/we would like to receive the Current Corporate Communications\* in printed form.  
 本人/我們欲收取本次公司通訊\*的印刷版。
- I/we would like to receive future Corporate Communications\* in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction.  
 本人/我們欲收取未來公司通訊\*的印刷版，並已知悉本指示由收取指示日期起計一年內有效。

Name(s) of Non-registered holder(s):  
 非登記股東姓名：

Signature(s): (Notes 1)  
 簽名：(附註 1)

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

Contact number:  
 聯絡電話號碼：

Date:  
 日期：

## Notes:

## 附註：

- This letter is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications\*). 此函件乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊\*）發出。
- Please complete all your details clearly. 請閣下清楚填妥所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在本表格未有在方格內劃上「✓」號，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, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，公司將不予處理。

\* Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明，公司通訊乃指公司已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的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT  
 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" 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」與香港法例第 486 章《個人資料（私隱）條例》（「私隱條例」）中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications\*. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊\*的事宜上。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在本回條上所述的指示及/或要求。
- 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, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、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。
- 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, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto: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/或修改個人資料的要求均須以書面方式郵寄至股份過戶處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

## 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 form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，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。