

**NOTIFICATION LETTER 通知信函**

11 April 2025

Dear Registered Shareholders,

**Capital Estate Limited (the “Company”)**

**– Notice of Publication of 2024/2025 Interim Report (the “Current Corporate Communications”) and Arrangements of Electronic Dissemination of Corporate Communication**

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk) (“HKEx Website”) and the Company’s website at <http://www.capitalestate.com.hk/> (the “Company Website”). If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, please send your request (specifying your name, address and request) by email at [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk) or by notice in writing to the Company’s Hong Kong share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

**Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) in respect of the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Company is writing to inform you that it has adopted electronic dissemination of corporate communication (“Corporate Communication”), which term under the Listing Rules means any document 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 (a) the directors’ report, its annual accounts together with a copy of the auditors’ 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. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the Company’s website and the HKEx Website, in place of printed copies, provided that shareholders have consented or are deemed to have consented to receiving all future Corporate Communications published on the Company’s website and the HKEx website.

**Solicitation of electronic contact details**

To ensure timely receipt of the latest Corporate Communications in future, the Company recommends you provide your email address by scanning your personalized QR code printed on the reply form on the enclosed page (the “Reply Form”). Alternatively, you may sign and return the Reply Form to the Share Registrar.

If you are a new registered shareholder, the Company would like to seek your consent of receiving the Company’s Corporate Communications via electronic means. If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 9 May 2025, and until you inform the Share Registrar, you are deemed to have consented to receive Website Version of all future Corporate Communications, and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you in the future via email or by post (only if the Company does not possess the functional email address of a Shareholder).

If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address for the purposes of receiving (i) email notifications for the publication of the Website Version of relevant Corporate Communications and (ii) all future Actionable Corporate Communications<sup>(Note)</sup> in electronic form from the Company. If no email address is provided by you or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications as described above, the Company will send to you by post, (i) a notification letter for the publication of Corporate Communications on the Company Website and HKEx Website and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and functional email address to the Company and/or the Share Registrar for receiving the same.

Should you object to receiving the Website Version of future Corporate Communication, the Company will send you Corporate Communications in printed form.

As Actionable Corporate Communications are important corporate communications that seek your instructions on how to exercise your rights or make an election as a shareholder of the Company, it is of paramount importance to ensure that the email address to be provided by you in the Reply Form is valid and functional at all times; otherwise you may not be able to receive the Actionable Corporate Communications on time or at all so as to exercise your rights or make an election as a shareholder of the Company promptly within the timeframe required under the Actionable Corporate Communications. If the Company has attempted to send the Actionable Corporate Communication in electronic form to the email address provided by you in the Reply Form and subsequently received a non-delivery message, the Company will re-send the relevant Actionable Corporate Communication in printed form (accompanied with a request for your functional email address to facilitate electronic dissemination of Actionable Corporate Communications in future) to your address as shown in the Company’s register of members.

You are entitled to change the choice of means of receipt of all future Corporate Communications at any time by serving reasonable notice (of not less than 7 days) in writing to the Share Registrar by mail at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk). Even if you have elected (or are deemed to have consented) to receive the Website Version of all future Corporate Communications, if for any reason you have difficulty in accessing the Corporate Communications published on the Company Website and/or the HKEx Website, or wish to receive Corporate Communications in printed form, the Company or the Share Registrar will, upon receipt of a written request by mail (at the address above) or by email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk), promptly send you the Corporate Communications in printed form free of charge.

Please note that English and Chinese versions of all future Corporate Communication(s) will be available (a) in printed form from the Company or the Share Registrar on request; and (b) on the Company Website at <http://www.capitalestate.com.hk/> and on the HKEx Website at <http://www.hkexnews.hk>.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,  
By order of the Board  
**Capital Estate Limited**  
**Chu Nin Yiu, Stephen**  
Chief Executive Officer

Note:

“Actionable Corporate Communication” means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company.

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各位登記股東：

**冠中地產有限公司（「本公司」）  
– 2024/2025 中期報告（「本次公司通訊文件」）之發佈通知及以電子方式發佈公司通訊之安排**

本公司的本次公司通訊文件備有中、英文版本，並已上載於香港聯合交易所有限公司（「香港交易所」）網站（[www.hkexnews.hk](http://www.hkexnews.hk)）（「香港交易所網站」）及本公司網站（<http://www.capitalestate.com.hk/>）（「公司網站」），歡迎瀏覽。閣下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難，閣下可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到本公司之電郵地址：[capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk) 或以書面方式郵寄致本公司的香港股份過戶登記處（「股份過戶登記處」）香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本。

**以電子方式發佈公司通訊之安排**

根據於二零二三年十二月三十一日生效的香港聯合交易所有限公司證券上市規則（「上市規則」）第 2.07A 條有關擴大無紙化上市制度及以電子方式發佈公司通訊、本公司的組織章程細則以及公司條例（香港法例第 622 章）之規定，本公司謹此通知閣下其已採用以電子方式發佈公司通訊（「公司通訊」），該詞語根據上市規則是指公司發出或將予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)董事會報告、年度賬目連同核數師報告以及（如適用）財務摘要報告；(b)中期報告及（如適用）其中期報告摘要；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。請注意，在股東已同意或被視為已同意接收於公司網站和香港交易所網站上發佈的所有日後公司通訊的情況下，所有日後公司通訊的中、英文版本將上載於公司網站和香港交易所網站，以代替印刷本。

**徵集電子聯絡資料**

為確保未來及時收到最新的公司通訊，本公司建議閣下透過掃描本函附上之回條（「回條」）上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以簽署回條並交回股份過戶登記處。

倘閣下為本公司的新登記股東，本公司欲徵求閣下的同意以電子方式接收本公司的公司通訊。倘若本公司於二零二五年五月九日之前尚未收到閣下已填妥並簽署之回條或表示反對之任何書面回覆，閣下將被視為已同意收取已發佈的所有日後公司通訊的網上版本，而本公司日後將透過電子郵件或郵寄方式（倘本公司並無擁有股東的有效電郵地址）向閣下發送已在本公司網站登載的公司通訊之通知。

倘閣下選擇接收日後公司通訊的網上版本，閣下需要在回條中提供電郵地址，以便接收(i)在公司網站及香港交易所網站登載公司通訊時，在公司網站及香港交易所網站登載相關公司通訊的電郵通知，及(ii)公司以電子形式發佈的所有日後可供採取行動的公司通訊<sup>(附註)</sup>。倘閣下並未在回條提供電郵地址或倘閣下被視為已同意接收上述日後公司通訊的網上版本，公司將以郵寄方式向閣下發送(i)在公司網站及香港交易所網站登載公司通訊的通知函，及(ii)所有日後可供採取行動的公司通訊之印刷本，直至閣下向公司及/或股份過戶登記處提供有效且可用的電郵地址以接收所有日後可供採取行動的公司通訊。

倘閣下拒絕日後收取公司通訊之網上版本，公司將向閣下發送公司通訊之印刷本。

由於可供採取行動的公司通訊為涉及要求閣下指示擬如何行使閣下有關公司股東的權利或作出選擇的重要公司通訊，因此確保閣下在回條中提供的電郵地址始終有效且可用至關重要；否則，閣下可能無法按時或根本無法接收可供採取行動的公司通訊，以在可供採取行動的公司通訊要求的時間內及時行使閣下有關公司股東的權利或作出選擇。倘公司擬以電子形式將可供採取行動的公司通訊發送至閣下在回條中提供的電郵地址，但隨後收到未送達信息，公司將相關可供採取行動的公司通訊之印刷本（同時要求閣下提供有效的電郵地址，以便於日後以電子方式發佈可供採取行動的公司通訊）重新發送至公司股東名冊上所列的閣下之地址。

閣下可隨時以郵寄方式發送合理書面通知（不少於 7 日）至股份過戶登記處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）或以電郵方式發送至 [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk)，以更改選擇所有日後公司通訊之收取方式。即使閣下已選擇（或被視為已同意）收取所有日後公司通訊之網上版本，如因任何原因致令閣下於查閱於公司網站及/或香港交易所網站刊登之公司通訊時出現困難，或擬收取公司通訊之印刷本，公司或股份過戶登記處將於收取郵寄（如上述地址）或電郵至 [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk) 之書面要求後，立即向閣下免費發送公司通訊之印刷本。

請注意：就所有日後公司通訊的英文版本及中文版本而言，閣下可以(a)提出要求向公司或股份過戶登記處索取印刷本；及(b)在公司網站 <http://www.capitalestate.com.hk/> 及香港交易所網站 <http://www.hkexnews.hk> 查閱。

如閣下對本函件有任何疑問，請於辦公時間星期一至星期五（香港公眾假期除外）上午九時正至下午六時正（香港時間）致電股份過戶登記處 (852)2862 8688 查詢。

承董事會命  
冠中地產有限公司  
行政總裁  
朱年耀  
謹啟

二零二五年四月十一日

附註：

「可供採取行動的公司通訊」指公司發出的任何涉及要求其股東指示其擬如何行使其有關公司股東的權利或作出選擇的公司通訊。



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。