於香港註冊成立之有限公司 (Stock Code 股份代號: 12)

23 April 2019

Dear Sir or Madam,

Henderson Land Development Company Limited (the "Company")

Annual Report 2018, Circular in relation to proposals for issue of bonus shares, general mandates, re-election of retiring directors and amendments to the articles of association, Sustainability and CSR Report 2018 and the Proxy Form (collectively "Current Corporate Communications")

Please be advised that the Current Corporate Communications have now been published.

For shareholders who have elected to receive printed version(s) of the corporate communications, please find the enclosed copies of the Current Corporate Communications for your reading. In support of environmental protection and for the purpose of saving printing and mailing costs, the Company encourages and recommends you to change (as referred below) your means of receipt of future corporate communications to read the Company's future corporate communications on the Company's website instead of receiving printed copies.

For shareholders who have elected (or being deemed to have consented) to access the Current Corporate Communications on the Company's website and to receive by post or by email a notification of the publication of the Current Corporate Communications on the Company's website, please click the links "Investor Information" and "CSR" on the home page of the Company's website at <a href="https://www.hld.com">www.hld.com</a> to access the Current Corporate Communications. If you have difficulty in gaining access to the Current Corporate Communications on the Company's website, we will, promptly upon your request in writing, send printed version of the Current Corporate Communications to you free of charge. The aforesaid request should be sent to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Company's Registrar") at the below postal address by using the postage-prepaid mailing label provided or by email at the below email address.

You may change your choice of language and/or means of receipt of future corporate communications at any time, free of charge by giving not less than seven days' notice by way of completing the Change Request Form on the reverse side of this letter and returning it to the Company's Registrar at the below postal address by using the postage-prepaid mailing label provided or by email at the below email address. The Change Request Form is also available on the Company's website.

Please note that the annual general meeting of the Company will be held at The Ballroom, 18/F, The Mira Hong Kong, 118-130 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong on Tuesday, 28 May 2019 at 9:30 a.m.

Company's Registrar contact details:

Postal address: 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

Email address : <u>HendersonLand.ecom@computershare.com.hk</u>

Telephone : (852) 2862 8555 (during business hours (9:00 a.m. to 6:00 p.m.),

Monday to Friday, excluding Hong Kong public holidays)

Yours faithfully, Timon LIU Cheung Yuen Company Secretary

敬啟者:

## 恒基兆業地產有限公司(「本公司」)

2018 年年報、建議有關派送紅股、一般授權、重選退任董事及修訂組織章程細則之通函、2018 年可持續發展及企業社會責任報告及代表委任書(統稱「本次公司通訊」)

謹通知 閣下本次公司通訊現已刊發。

就股東已選擇收取公司通訊之印刷本而言,現附上本次公司通訊以供 閣下細閱。為了響應環保以及節省印刷及郵遞費用,本公司鼓勵及建議 閣下更改(如以下所述)收取日後刊發之公司通訊之收取方式,通過閱覽日後刊載於本公司網站之公司通訊,以代替印刷本。

就股東已選擇(或被視為已同意)通過本公司網站閱覽本次公司通訊,並以郵遞或電郵方式收取本次公司通訊已刊載於本公司網站之通知而言,請在本公司網站 www.hld.com 主頁按「投資者資訊」及「企業社會責任」之連結,以閱覽本次公司通訊。若 閣下在本公司網站閱覽本次公司通訊上遇到困難,本公司將於收到 閣下發出之書面要求後,迅即免費寄發本次公司通訊之印刷本予 閣下。請使用提供之已預付郵費之郵寄標籤把上述要求寄發至本公司之股份登記及過戶處香港 中央證券登記有限公司(「股份登記及過戶處」)下述之郵寄地址或以電郵發送至下述之電郵地址。

閣下可隨時發出不少於七天的通知,免費更改收取日後刊發之公司通訊之語言版本及/或收取方式之選擇。 閣下可填妥、簽署及交回本函背面之更改表格,並使 用提供之已預付郵費之郵寄標籤寄回股份登記及過戶處下述之郵寄地址,或以電郵發送至下述之電郵地址。更改表格亦可於本公司網站下載。

請注意,本公司謹訂於二零一九年五月二十八日(星期二)上午九時三十分假座香港九龍尖沙咀彌敦道 118-130 號 The Mira Hong Kong 18 樓宴會廳舉行股東週年大會。

股份登記及過戶處聯絡資料:

郵寄地址: 香港灣仔皇后大道東 183 號合和中心 17M 樓 電郵地址: HendersonLand.ecom@computershare.com.hk

電話 : (852) 2862 8555 (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辦公時間內)

*公司秘書* **廖祥源** 謹啟

## CCS5539

## Change Request Form 更改表格

To: Henderson Land Development Company Limited (the "Company")

> c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

恒基兆業地產有限公司(「本公司」) 致: (股份代號:12)

> 經香港中央證券登記有限公司 香港灣仔皇后大道東 183 號合和中心 17M 樓

I/We would like to receive all future Corporate Communications\* of the Company ("Corporate Communications") in the manner as indicated below: 本人/我們希望以下列方式收取本公司日後之所有公司通訊\*(「公司通訊」): (Please mark ONLY ONE (X) of the following boxes) (請從下列選擇中,僅在其中**一個空格**內劃上「X」號) read the website version of Corporate Communications on the Company's website and receive an email notification or a notification letter of the publication of Corporate Communications on website (Please provide your email address in the space below, whereupon the Company will send a notification of the availability of the Corporate Communications on the Company's website in the future. If no email address is provided, only a notification letter of the publication of the Corporate Communications on website will be sent instead.); OR 閱覽刊載於本公司網站之公司通訊網上版本,並收取公司通訊已在網上刊發之電郵通知/通知函件 (請在以下位置提供 Email Address 電郵地址 receive the printed English version of Corporate Communications ONLY; OR 僅收取公司涌訊之英文印刷本;或 receive the printed Chinese version of Corporate Communications ONLY; OR 僅收取公司通訊之**中文印刷本**;或 receive both printed English and Chinese versions of Corporate Communications. 同時收取公司通訊之英文及中文印刷本。 Signature(s): Date: 簽署: 日期: Name(s) of Shareholder(s) in English (Please use BLOCK LETTERS) Name(s) of Shareholder(s) in Chinese 股東的英文名稱(*請以大槽書寫*) 股東的中文名稱

Contact Telephone Number

Shareholder(s) registered address

聯絡雷話

Notes 附註:

股東的登記地址

- If your shares are held in joint names, any one of the joint holders should sign on this Change Request Form in order to be valid.
- 如屬聯名持有人,則本更改表格須由聯名持有人之任何一位簽署,方為有效。
  The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by giving not less than seven days' notice in writing to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Company's Registrar") by post to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at HendersonLand.ecom@computershare.com.hk. 上述指示適用於將來奇發予本公司股東之所有公司通訊,直至 閣下發出不少於七天的書面通知予本公司之股份登記及過戶處香港中央證券登記有限公司(「股 份登記及過戶處」)(郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵至 HendersonLand.ecom@computershare.com.hk),另作選擇為止。

For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.

為免存疑,任何在本更改表格上的額外手寫指示,本公司將不予處理。

Corporate Communications include but not limited to (a) the annual report (containing 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.

公司通訊包括但不局限於:(a)年報(包含董事局報告、年度賬目連同核數師報告)及知適用,財務摘要報告;(b)中期報告及如適用,中期摘要報告;(c)會議通告;(d)上市文件;(e)通函;及(f)代表委任書。

## PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i)

(ii)

"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《個人資料(私隱)條例》(香港法例第486章)(「《私隱條例》」)中「個人資料」的涵義。
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.
關下是自爾內本公司提供閱入資料・若、關下未進提供足夠資料・本公司可能無法應理 問先無法應理 問予之指示。
Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Company's 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、股份登記及過戶處、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 and sent to the Personal Data Privacy Officer of the Company's Registrar by post or by email to <a href="mailto:hkinfo@computershare.com.hk">hkinfo@computershare.com.hk</a>. 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 閣下個人資料的要求均須以書面方式郵寄至股份登記及過戶處的個人資料私隱主任或電郵至 hkinfo@computershare.com.hk

Please refer to the Privacy Policy Statement of the Company which is available on the website of the Company (www.hld.com) for further details.

進一步之詳情請參閱刊載於本公司網站(www.hld.com)之本公司私隱政策聲明。 延 少人計1月前参属刊報於年公司網路(<u>www.hld.com</u>)之本公司私隱政策聲明。 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。中英文版本内容如有任何不相符,概以英文版本為準。

閣下寄回此更改表格時,請將郵寄標籤剪貼於信封上。

如在本港投寄田須貼上郵票。

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.

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