

## **SWIRE PROPERTIES LIMITED**

# 太古地產有限公司

(Incorporated in Hong Kong with limited liability)
(Stock Code: 1972)

## NOTIFICATION LETTER 通知信函

5 September 2016

Dear Shareholder,

Swire Properties Limited (the "Company")

- Notice of Publication of 2016 Interim Report (the "Current Corporate Communication")

English and Chinese versions of the Current Corporate Communication are available on, and may be accessed under the Investors section of the Company's website at <a href="https://www.swireproperties.com">www.swireproperties.com</a> and are also available on the website of The Stock Exchange of Hong Kong Limited at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>. If you have elected to receive corporate communications\* in printed form, the printed form (or forms) of the Current Corporate Communication is (or are) enclosed.

If you would like (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form, please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand to the Company c/o the Company's share registrar in Hong Kong (the "Hong Kong Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Change Request Form to <a href="mailto:swireproperties.ecom@computershare.com.hk">swireproperties.ecom@computershare.com.hk</a>. The Change Request Form may also be downloaded from the Company's website at <a href="mailto:www.swireproperties.com">www.swireproperties.com</a> or the website of The Stock Exchange of Hong Kong Limited at <a href="mailto:www.hkexnews.hk">www.hkexnews.hk</a>.

If you have elected (or are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website and for any reason have difficulty in obtaining access to corporate communications on the Company's website, the Company will upon request send the Current Corporate Communication to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (sent to the Hong Kong Share Registrar at the above address or by email to <a href="mailto:swireproperties.ecom@computershare.com.hk">swireproperties.ecom@computershare.com.hk</a>) elect (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form.

Should you have any questions in relation to this letter, please call the telephone hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board of Swire Properties Limited David Fu Company Secretary

# Corporate communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and accounts contained in them), notices of meetings, listing documents, circulars and form of proxy.

各位股東:

## 太古地產有限公司 (「公司」)

### - 二零一六年中期報告 (「本次公司通訊」) 之發佈通知

本次公司通訊之中、英文版本已上載於公司網站(<u>www.swireproperties.com</u>)之投資者關係網頁及香港交易所披露易網站(<u>www.hkexnews.hk</u>),歡迎查閱。如 閣下已選擇收取公司通訊"之印刷本,本次公司通訊隨本函附上。

如 閣下欲(i)收取公司將來的公司通訊之印刷本,以取代於公司網站登載的電子本(或收取於公司網站登載的公司通訊電子本,以取代印刷本)或(ii)更改所收取的公司通訊印刷本的語言版本,請 閣下填妥在本函背面的變更申請表,並在變更申請表上簽名,然後把變更申請表寄回或親手交回公司之香港證券登記處香港中央證券登記有限公司(「香港證券登記處」),地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。倘若 閣下在香港投寄,可使用變更申請表內的郵寄標籤寄回,而毋須在信封上貼上郵票;否則,請貼上適當的郵票。 閣下亦可把已填妥之變更申請表的掃描副本電郵至wireproperties.ecom@computershare.com.hk。 變更申請表可於公司網站(www.swireproperties.com)或香港聯合交易所披露易網站(www.hkexnews.hk)內下載。

如 閣下已選擇(或被視為已同意)收取於公司網站登載的本次公司通訊電子本,惟因故查閱公司通訊上出現困難,只要 閣下提出要求,公司將儘快寄上所要求的本次公司通訊的印刷本,費用全免。

閣下可以隨時透過香港證券登記處以書面或透過電郵至 <u>swireproperties.ecom@computershare.com.hk</u> 通知公司,選擇(i)收取公司將來的公司通訊之印刷本,以取代於公司網站登載的電子本(或收取於公司網站登載的公司通訊電子本,以取代印刷本) 或(ii) 更改所收取的公司通訊印刷本的語言版本。

閣下如有任何與本函內容有關的疑問,請致電香港證券登記處電話熱線(852) 2862 8688,辦公時間為星期一至星期五(公眾假期除外)上午9時正至下午6時正。

承董事會命 **太古地產有限公司** 公司秘書 **健溢鴻** 

二零一六年九月五日

#公司通訊乃公司向其證券持有人發出以供参照或採取行動的任何文件,包括但不限於年度和中期財務報告及其摘要報告(及其中包含的所有報告及帳目)、會議通告、上市文件、通函及委任代表表格。

# Change Request Form 變更申請表

To: Swire Properties Limited ("the Company") (Stock Code: 1972)

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

太古地產有限公司(「公司」) (股份代號:1972)

> 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 have received the Current Corporate Communication (as defined on the reverse side of this form) in the English language, the Chinese language or in both languages or have elected (or am/are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website. 本人/我們已收取本次公司通訊(定義見本表格背面)之英文/中文印刷本或已選擇(或被視為已選擇)收取於公司網站登載的本次公司通訊電子本

Part A	I/We would like to receive the Current Corporate Communication in printed form in the manner indicated below:																							
甲 部	本人/	3.們現欲	以下列	方式山	女取本 き	【公司	通訊之	2印刷本	:															
(Please mar	I/We w	Y ONE of ould like 我們現谷	to rece	eive tl	he Curr	ent C	orpora	te Com					angua	ge or	ıly.									
	I/We would like to receive the Current Corporate Communication in the <b>Chinese language only</b> . 本人/我們現欲收取本次公司通訊之 <b>中文本</b> 。																							
	I/We would like to receive the Current Corporate Communication both in the <b>English language and in the Chinese language</b> . 本人/我們現欲收取本次公司通訊之 <b>英文和中文本</b> 。																							
Part B 乙 部		uld like to 戈們現欲							#		mmui	nications	from t	he Co	mpany	in '	the m	anner	indica	ted	below	:		
(Please mar				-																				
	in electron available 收取於公	on the Co	mpany'	s web	site; OR		•											•	comm	ıun	ication	n is ma	de	
Emai 電郵	l Address																							
<b>4</b> #		address is website. (每次公司 函件。請以	provided Please pr 網站登載 以英文正的	by a shi ovide the 公司通言 楷填寫電	areholder, e email add 訊時,公司 電郵地址,	a letter lress in 別將發起 以上電	will be <u>capital li</u> 電郵通分 郵地址僅	sent to the etters in Er 田至以上揽 供用作通	share) iglish. 提供的名	notification holder notify The email 暨郵地址(如 通訊已發佈	ing the address 有)。如	shareholde will be use	r of the a d only for	vailabi notific	lity of ea ation of	ich o relea	corpora ise of co	te comn orporate	nunicatio commun	n on nicat	the Co	mpany's	1 1	
	in printe 僅收取 <b>英</b>				sn rang	uage	omy;	OK																
	in printed form in the <b>Chinese language only</b> ; <b>OR</b> 僅收取 <b>中文印刷本;或</b>																							
	in printe 同時收取				_	lang	uage	and in	the (	Chinese	lang	uage.												
Contact to 聯絡電話		umber									Sign: 簽名	ature(s)												_

#### Notes 附註:

- Please complete all your details clearly. Please specify your name and address clearly in CAPITAL LETTERS IN ENGLISH on the top left hand corner in this Change Request Form if you
- downloaded this form from the web. 請 閣下清楚填妥所有資料。倘若 閣下從網上下載本變更申請表,請於本表左上方用英文正楷清楚註明 閣下的姓名及地址。 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 this Change Request Form

- first publication
  - 公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本,可供索取。所有公司通訊中、英文版亦由首次登載日期起計,持續5年載於公司網站(<u>www.swireproperties.</u>

# Corporate communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and accounts contained in them), notices of meetings, listing documents, circulars and form of proxy.

公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件,包括但不限於年度和中期財務報告及其簡要報告(及其中包含的所有報告及帳目)、會議通告、上市文件、通函及委任代表表格。

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

閣下寄回此變更申請表時,請將郵寄標籤剪貼於信封上。 如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick it on the envelope in order to return this Change Request Form to us. No postage stamp necessary if posted in Hong Kong.