

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

4 September 2018

Dear Shareholder,

Swire Properties Limited (the “Company”)
– Notice of Publication of 2018 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 www.swireproperties.com and are also available on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk. 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 swireproperties.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company’s website at www.swireproperties.com or the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk.

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 swireproperties.ecom@computershare.com.hk) 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」）
– 二零一八年中報報告（「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（www.swireproperties.com）之投資者關係網頁及香港交易所披露易網站（www.hkexnews.hk），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 swireproperties.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 swireproperties.ecom@computershare.com.hk 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
傅溢鴻

二零一八年九月四日

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。



Name(s) and address of Shareholder(s):
股東之姓名及地址:

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
致： 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.

Part A I/We would like to receive the Current Corporate Communication in printed form in the manner indicated below:
甲部 本人/我們現欲以下列方式收取本次公司通訊之印刷本：
(Please mark "X" in ONLY ONE of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「X」號)
[] I/We would like to receive the Current Corporate Communication in the English language only.
[] I/We would like to receive the Current Corporate Communication in the Chinese language only.
[] I/We would like to receive the Current Corporate Communication both in the English language and in the Chinese language.

Part B I/We would like to change the way in which I/we receive future corporate communications from the Company in the manner indicated below:
乙部 本人/我們現欲變更以下列方式收取公司將來的公司通訊：
(Please mark "X" in ONLY ONE of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「X」號)
[] in electronic form on the Company's website and by receiving a notification letter when each corporate communication is made available on the Company's website; OR
[] in printed form in the English language only; OR
[] in printed form in the Chinese language only; OR
[] in printed form both in the English language and in the Chinese language; OR
[] in electronic form on the Company's website and by receiving notification by email to the address below when each corporate communication is made available on the Company's website.

Email Address 電郵地址
(The Company will send to the email address provided above (if any) a notification of the availability of the Corporate Communication on the Company's website in the future. If no email address is provided, only a notification letter of the publication of the Corporate Communication on the Company's website will be sent. Please provide the email address in English Capital Letters and the email address is used for notification of release of Corporate Communication only)

Signature(s) 簽名
Contact telephone number 聯絡電話號碼
Date 日期

- Notes 附註:
1. 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.
2. 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 in order for it to be valid.
3. Any form with more than one box marked "X" in Part A or Part B, with no box marked "X", with no signature or otherwise incorrectly completed will be void.
4. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
5. Please note that English and Chinese versions of all the Company's corporate communication which have been sent to shareholders in the past 12 months are available from the Company on request.

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.

郵寄標籤 MAILING LABEL

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.
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

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