

**SWIRE PROPERTIES LIMITED****太古地產有限公司**

(Incorporated in Hong Kong with limited liability)

(Stock Code: 1972)

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**NOTIFICATION LETTER 通知信函**

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7 April 2020

Dear Non-registered holder <sup>(Note)</sup>,**Swire Properties Limited (the "Company")****- Notice of Publication of Annual Report 2019, Circular and Notice of Annual General Meeting (the "Current Corporate Communication")**

English and Chinese versions of the Current Corporate Communication are available on the Company's website at [www.swireproperties.com](http://www.swireproperties.com) and are also available on the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to receive the Current Corporate Communication in printed form, please complete the 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 Request Form and need not affix a stamp on the envelope when returning your Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Request Form to [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk). The Request Form may also be downloaded from the Company's website at [www.swireproperties.com](http://www.swireproperties.com) or the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

Please be reminded that the Annual General Meeting of the Company will be held at 10:00 a.m. on 12 May 2020 (Tuesday) at the Ballroom, Level 5, Island Shangri-La Hong Kong, Pacific Place, Supreme Court Road, Central, Hong Kong.

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**  
**St. John Flaherty**  
Company Secretary

*Note: This letter is addressed to non-registered holders (a "non-registered holder" means such person or company whose shares in the Company 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<sup>#</sup>). If you have sold or transferred all your shares in the Company, please disregard this letter and the Request Form on the reverse side.*

*# 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.*

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各位非登記持有人 <sup>(附註)</sup> :

**太古地產有限公司 (「公司」)****- 二零一九年度報告、通函及股東周年大會通告 (「本次公司通訊」) 之發佈通知**

公司的本次公司通訊中、英文版本已上載於公司網站 ([www.swireproperties.com](http://www.swireproperties.com)) 及香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)), 歡迎查閱。

如閣下欲收取本次公司通訊之印刷本, 請閣下填妥在本函背面的申請表格, 並在申請表格上簽名, 然後把申請表格寄回或親手交回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, 可使用申請表格內的郵寄標籤寄回, 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申請表格的掃描副本電郵至 [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk)。申請表格亦可於公司網站 ([www.swireproperties.com](http://www.swireproperties.com)) 或香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 內下載。

請注意, 公司之股東周年大會將於二零二零年五月十二日 (星期二) 上午十時正假座香港中區法院道太古廣場港島香格里拉大酒店五樓香島殿舉行。

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  
**傅赫庭**

二零二零年四月七日

附註: 本函件乃向本公司之非登記持有人 ("非登記持有人" 指本公司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表示該等人士或公司希望收到公司通訊<sup>#</sup>) 發出。倘若閣下已出售或轉讓所持有的所有本公司股份, 則無需理會本函及所附申請表格。

# 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 Non-registered holder(s):  
非登記持有人之姓名及地址:

## Request Form 申請表格

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 would like to receive the corporate communications<sup>#</sup> of the Company in printed form in the manner indicated below:  
本人/我們希望以下列方式收取公司通訊之印刷本:

(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)

- in the **English language ONLY**; OR  
僅收取英文本; 或
- in the **Chinese language ONLY**; OR  
僅收取中文本; 或
- both in the **English language and in the Chinese language**.  
同時收取英文及中文本。

Signature(s)  
簽名

Contact telephone number  
聯絡電話號碼

Date  
日期

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 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申請表格, 請於本表格左上方用英文正楷清楚註明閣下的姓名及地址。
- This Request Form is to be completed by non-registered holders (a “non-registered holder” means such person or company whose shares in the Company 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 Communication).  
本函是由本公司之非登記持有人(“非登記持有人”指本公司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表示該等人士或公司希望收到公司通訊)填妥的。
- Any form with more than one box marked “X”, with no box marked “X”, with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- The above instruction will apply to all the Company’s corporate communications to be sent to you until you notify to the Company c/o the Company’s share registrar in Hong Kong, Computershare Hong Kong Investor Services Limited, to the contrary or unless you have at anytime ceased to have shareholdings in the Company.  
上述指示適用於發送予閣下之所有公司通訊, 直至閣下通知公司之香港證券登記處香港中央證券登記有限公司另外之安排或任何時候停止持有公司的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this Request Form.  
為免存疑, 任何在本申請表格上的額外指示, 公司將不予處理。

# 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 forms 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。

### 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 Request Form to us.  
**No postage is necessary if posted in Hong Kong.**

當閣下寄回本申請表格時, 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。

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact