



HARBOUR CENTRE DEVELOPMENT LIMITED

海港企業有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code 股份代號: 51)

27 March 2020

To: Shareholders who are recipients of printed copies of Corporate Communications (as defined in the Listing Rules)

The English and Chinese versions of various latest Corporate Communications (“Current Corporate Communications”) of Harbour Centre Development Limited (“Company”) have been published and printed copies thereof are enclosed. All the Current Corporate Communications are also available on the Company’s website at www.harbourcentre.com.hk. **Please note that if no notice^{Note} to change the means of receiving future Corporate Communications is received by the Company from you, you would for the time being be regarded by the Company as having chosen to continue to receive printed copies of Corporate Communications in future.**

Should you have any queries in relation to this letter, please contact the Customer Service Hotline of the Company’s Registrars (“Registrars”), Tricor Tengis Limited, at (852) 2980-1333 between 9:00 a.m. and 5:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Harbour Centre Development Limited

Note: Notwithstanding any choice previously made by Shareholder(s) and communicated to the Company, Shareholder(s) is/are given the option (which may be exercised at any time by giving reasonable prior notice to the Company) of changing his/her/their choice of printed language version(s) to English only or Chinese only or both English and Chinese for receiving future Corporate Communications, or changing the choice of receiving future Corporate Communications to using electronic means instead of printed version (or vice versa). Such notice of change of choice should contain your full name(s) in English, address and contact telephone number together with the relevant words regarding the request for the change of choice, and should be sent to the Company, c/o the Registrars at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong, by post or by hand delivery, or via email to harbourcentre-ecom@hk.tricorglobal.com.

PERSONAL INFORMATION COLLECTION STATEMENT

Your supply of your name(s) and other personal data is on a voluntary basis for the purpose of processing your instructions for receiving corporate communications (the “Purposes”). We may transfer such data provided by you to our Share Registrar and agent(s) for the Purposes or such other parties who are authorised by law to request the information. The data will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or correction of the relevant personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) and any such request should be made in writing to the Personal Data Privacy Officer of Tricor Tengis Limited at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong.

致：收取公司通訊(按上市規則所界定)印刷本的股東

海港企業有限公司(「本公司」)最近期的多份公司通訊(「是次公司通訊」)的英文及中文版本現已刊發，隨函附奉該等印刷本。是次公司通訊亦已於本公司網站www.harbourcentre.com.hk登載。謹請垂注，若本公司未有收到閣下交來，藉以更改日後收取公司通訊之方式的相關通知^{附註}，則閣下會被本公司暫定視為已選擇日後繼續收取公司通訊的印刷本。

如閣下對本函有任何疑問，請於星期一至五(香港公眾假期除外)上午九時至下午五時，致電股份過戶登記處卓佳登捷時有限公司(「股份過戶登記處」)客戶服務熱線(852)2980-1333查詢。

海港企業有限公司

二〇二〇年三月二十七日

附註：無論股東之前曾否作出任何選擇並將相關選擇通知本公司，股東皆擁有選擇權(可隨時向本公司發出恰當的預先通知行使該選擇權)，以更改彼/彼等日後收取公司通訊的選擇，包括就收取印刷本而言，更改為只收取英文版本，或只收取中文版本，或同時收取英文版本與中文版本，又或就收取日後公司通訊的方式而言，由印刷本更改為使用電子方式(反之亦然)。相關的更改選擇通知須內載閣下的英文全名、地址及聯絡電話號碼，以及更改選擇的相關指示字句，以郵寄或人手送遞方式送達本公司(由股份過戶登記處代收，其地址為香港皇后大道東183號合和中心54樓)，或電郵至harbourcentre-ecom@hk.tricorglobal.com。

收集個人資料聲明

閣下是自願提供閣下的姓名及其它個人資料，以用於處理閣下有關收取公司通訊的指示(「該等用途」)。我們可能就該等用途向我們的股份過戶登記處及代理人，或其他獲法例授權而要求取得有關資料的人士轉交此等資料。閣下所提供的資料將在適當時間保留作核實及記錄用途。閣下有權隨時按照香港法例第486章《個人資料(私隱)條例》要求存取及/或更正相關個人資料。任何有關要求均須以書面方式向卓佳登捷時有限公司(地址為香港皇后大道東183號合和中心54樓)的個人資料私隱主任提出。

Ref. 00051-3