



# 新鴻基有限公司

## SUN HUNG KAI & CO. LIMITED

(Incorporated in Hong Kong with limited liability)  
(於香港註冊成立之有限公司)

(Stock Code: 86)  
(股份代號: 86)

### NOTIFICATION LETTER 通知信函

16 April 2024

Dear Non-registered holder <sup>(Note)</sup>,

**Sun Hung Kai & Co. Limited (the “Company”)**

– **Notice of Publication of Annual Report 2023, Circular, Notice of Annual General Meeting and Proxy Form (the “Current Corporate Communications”)**

The English and Chinese versions of the Current Corporate Communications are available on the Company’s website at [www.shkco.com](http://www.shkco.com) and 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 Communications and all future corporate communications<sup>#</sup> 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 registrar (the “Registrar”), Tricor Secretaries Limited of 17/F, Far East Finance Centre, 16 Harcourt Road, 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.

Please be reminded that the Company’s 2024 annual general meeting (“AGM”) will be held at Plaza 3 and 4, Basement 3, Novotel Century Hong Kong, 238 Jaffe Road, Wanchai, Hong Kong on Tuesday, 28 May 2024 at 10:00 a.m. If you wish to attend the AGM, please seek authorisation from your intermediary/nominee directly.

Should you have any questions in relation to this letter, please call the Company’s hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board  
**SUN HUNG KAI & CO. LIMITED**  
**Lee Sze Wai**  
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 refer to any documents issued or to be issued by the Company to holders of its securities for their information or action, including (but not limited to) the directors’ report and annual accounts together with a copy of the auditors’ report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.*

各位非登記持有人 <sup>(附註)</sup>：

**新鴻基有限公司 (「本公司」)**

– **2023年年報、通函，股東週年大會通告及代表委任表格 (「是次公司通訊」) 之發佈通知**

是次公司通訊之中，英文版本已上載於本公司網站([www.shkco.com](http://www.shkco.com))及香港聯合交易所有限公司披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎查閱。

如閣下欲收取是次公司通訊及所有日後公司通訊<sup>#</sup>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，然後寄回或親自交回本公司之過戶登記處卓佳秘書商務有限公司 (「過戶登記處」)，地址為香港夏愨道16號遠東金融中心17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。

請注意，本公司的2024年股東週年大會將於2024年5月28日 (星期二) 上午10時正在香港灣仔謝斐道238號香港諾富特世紀酒店B3層3號及4號宴會廳舉行。如閣下擬出席股東週年大會及於會上投票，請直接向閣下的中介人/代理人獲取有關授權。

閣下如對本函內容有任何疑問，請於辦公時間內致電本公司電話熱線(852) 2980 1333，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5時正。

承董事會命  
**新鴻基有限公司**  
公司秘書  
**李斯維**

2024年4月16日

*附註：本函件乃向本公司之非登記持有人發出 (「非登記持有人」指把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>)。倘若閣下已出售或轉讓全部所持有的本公司股份，則無需理會本函及背面所附申請表格。*

*# 公司通訊乃本公司向其證券持有人已發出或將予發出以供參照或採取行動的任何文件，其中包括但不限於董事會報告、年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及代表委任表格。*

## REQUEST FORM 申請表格

To: **Sun Hung Kai & Co. Limited (the "Company")**  
(Stock Code: 86)  
c/o Tricor Secretaries Limited  
17/F, Far East Finance Centre  
16 Harcourt Road  
Hong Kong

致: **新鴻基有限公司 (「公司」)**  
(股份代號: 86)  
經卓佳秘書商務有限公司  
香港夏愨道16號  
遠東金融中心17樓

I/We would like to receive the Current Corporate Communications (as defined on the reverse side of this form) and all future 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是次公司通訊(定義見本表格背面)及所有公司日後公司通訊<sup>#</sup>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
- in both the **English language and the Chinese language**.  
同時收取英文及中文本。

Signature 簽署

Date 日期

Name 姓名

Contact telephone number 聯絡電話號碼

Notes 附註:

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- 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 Communications).  
本申請表格只供本公司之非登記持有人填寫(「非登記持有人」指把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)。
- Any form with more than one box marked "X", with no box marked "X", with no signature or otherwise incorrectly completed will be void.  
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 the Company c/o the Registrar, Tricor Secretaries Limited, to the contrary or unless you have at any time 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 閣下通知本公司之過戶登記處卓佳秘書商務有限公司另外之安排或在任何時候停止持有本公司的股份。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。

<sup>#</sup> Corporate Communications refer to any documents issued or to be issued by the Company to holders of its securities for their information or action, including (but not limited to) the directors' report and annual accounts together with a copy of the auditors' report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.  
公司通訊乃本公司向其證券持有人已發出或將予發出以供參照或採取行動的任何文件, 其中包括但不限於董事會報告、年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及代表委任表格。

### PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"), which may include but not limited to your name, mailing address, telephone number, e-mail address, and/or your choice. The supply of your personal data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form. Your Personal Data will not be transferred to any third parties (other than the Registrar) unless it is a requirement to do so by law and 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 correct your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing to the Company/the Privacy Compliance Officer of Tricor Secretaries Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

### 收集個人資料聲明

本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵意相同, 當中可能包括但不限於 閣下的姓名、郵寄地址、電話號碼、電郵地址、及/或 閣下之選擇。閣下是自願向本公司提供個人資料, 該等資料用以處理 閣下在本表格上所述的指示及/或要求。除非按法例規定, 否則 閣下的個人資料將不會轉交第三方(過戶登記處除外)及將在適當期間保留作核實及紀錄用途。閣下有權根據《私隱條例》的條文要求查閱及/或修改 閣下的個人資料。任何該等要求均須以書面向本公司/卓佳秘書商務有限公司(地址為香港夏愨道16號遠東金融中心17樓)的私隱條例事務主任提出。

Please cut the mailing label and stick it on the envelope  
in order to return this Request Form to us.

No postage stamp necessary if posted in Hong Kong.

閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Mailing Label 郵寄標籤

Tricor Secretaries Limited  
卓佳秘書商務有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港