

NOTIFICATION LETTER 通知信函

30 April 2024

Dear Registered Holder,

**Poly Property Group Co., Limited (the “Company”)
– Notice of Publication of 2023 Annual Report (the “Current Corporate Communication”) and 2023 Environmental, Social and Governance Report (“ESG Report”)**

The English and Chinese versions of the Company’s Current Corporate Communication are available in the Investor Relations section of the Company’s website at www.polyhongkong.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at www.hkexnews.hk. If you have previously requested to receive Corporate Communications^(Note 1) in printed form, the printed bilingual version of the Current Corporate Communication is enclosed.

If you have elected (or are deemed to have elected) to receive the Corporate Communications in electronic form through the Company’s website but for any reason have difficulty in accessing the Current Corporate Communication, or wish to receive a printed copy of the Current Corporate Communication, the Company will upon your written request send the printed copy to you free of charge. Please make your request by completing and signing on the reply form (the “Reply Form”) on the reverse side of this letter and returning it by post using the mailing label of the Reply Form to the Company c/o Computershare Hong Kong Investor Services Limited, the share registrar of the Company (the “Share Registrar”), at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to polyproperty.ecom@computershare.com.hk.

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address for receiving notification of the publication of Corporate Communications on the Company’s website by scanning your personalized QR code printed on the Reply Form, or by completing, signing and returning the Reply Form by post to the Share Registrar. The above arrangements on Corporate Communications are not applicable to Actionable Corporate Communications^(Note 2). Actionable Corporate Communications in printed form will be sent to you individually by post to your registered address regardless of your choice of means of receipt of Corporate Communications.

You may at any time change your choice of means of receipt of all future Corporate Communications by giving not less than seven-day notice in writing to the Share Registrar by completing and returning the Reply Form by email or by post to the above address. The Reply Form may also be downloaded from the Company’s website or HKEX’s website. Please note that the instruction of receiving all future Corporate Communications in printed form shall be valid until such instruction has been revoked or superseded or for one year from the receipt date of your instruction (whichever is earlier).

The English and Chinese versions of the Company’s ESG report are published in electronic form only and are available on the Company’s website and the HKEX’s website. You may access the ESG report by (i) clicking the “About Poly” section in the menu on the home page of the Company’s website, then selecting “Environmental, Social And Governance Report”; or (ii) browsing through the HKEX’s website. If you wish to receive the printed version of the ESG report, please send your written request to the Share Registrar at the address stated above.

Should you have any queries in relation to this letter, please call the Share Registrar’s hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays or send an email to polyproperty.ecom@computershare.com.hk.

By order of the Board
Poly Property Group Co., Limited
WAN YU CHING
Chairman

Notes:

- Corporate Communications mean any documents issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
- Actionable Corporate Communications mean any corporate communications that seek instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holders of the Company but exclude notices of general meetings and proxy forms.

各登記持有人：

**保利置業集團有限公司（「本公司」）
– 2023 年年報（「本次公司通訊」）及 2023 年度環境、社會及管治報告（「環境、社會及管治報告」）之發佈通知**

本次公司通訊的中、英文版本已上載於本公司網站的投資者關係部分 www.polyhongkong.com 和香港交易及結算所有限公司（「港交所」）網站 www.hkexnews.hk。如閣下之前已選擇以印刷形式收取公司通訊^(附註 1)，隨函附上本次公司通訊的雙語印刷版本。

如閣下已選擇（或被視為已選擇）透過本公司網站以電子形式收取公司通訊，但因任何原因未能閱覽本次公司通訊，或欲收取本次公司通訊的印刷本，本公司將應閣下的書面要求寄送印刷本，費用全免。請閣下填妥及簽署本函背頁的回條（「回條」），並使用隨附之郵寄標籤交回本公司的股份過戶登記處香港中央證券登記有限公司（「股份過戶登記處」），地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，或電郵至 polyproperty.ecom@computershare.com.hk。

為確保及時收到最新的公司通訊，本公司建議閣下透過掃描本函背頁回條上的專屬二維碼以提供電郵地址，以便接收本公司於本公司網站刊發的公司通訊的通知。閣下或可填妥、簽署及郵寄交回回條至股份過戶登記處。上述有關公司通訊的安排並不適用於可供採取行動的公司通訊^(附註 2)。無論閣下選擇以何種方式收取公司通訊，可供採取行動的公司通訊之印刷本均會以郵遞方式寄往閣下的登記地址。

閣下可隨時更改所有日後公司通訊的收取方式，惟須向股份過戶登記處發出不少於七天的書面通知。閣下可透過填妥回條電郵或郵寄至上述地址。回條亦可從本公司網站或港交所網站下載。請注意，有關收取所有日後公司通訊印刷本的指示將一直有效，直至有關指示被撤銷或取代，或由收取閣下的指示之日起一年內（以較早者為準）。

本公司的環境、社會及管治報告中、英文版本僅以電子形式刊發，並載於本公司網站及港交所網站。閣下可以通過以下方式閱覽環境、社會及管治報告：(i) 點選本公司網站主頁選單中的「關於保利」一項，然後選擇「環境、社會及管治報告」；或(ii) 瀏覽港交所網站。倘閣下希望收取環境、社會及管治報告之印刷本，請向股份過戶登記處發出書面通知寄送至上述地址。

如閣下對本函內容有任何疑問，請於星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正的辦公時間內致電股份過戶登記處的電話熱線(852) 2862 8688 或電郵至 polyproperty.ecom@computershare.com.hk。

承董事會命
保利置業集團有限公司
主席
萬宇清

2024 年 4 月 30 日

附註：

- 公司通訊指本公司發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於：(a) 董事報告書、本公司的年度賬目連同核數師報告及財務摘要報告(如適用)；(b) 中期報告及中期摘要報告(如適用)；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 代表委任表格。
- 可供採取行動的公司通訊指任何涉及要求本公司的證券持有人指示其擬如何行使有關證券持有人的權利或作出選擇的公司通訊，但不包括股東大會通告及代表委任表格。

