



# 中國海外發展有限公司 CHINA OVERSEAS LAND & INVESTMENT LTD.

(incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股份代號：688)

## Annual Report 年報

### **Circular: Proposals for General Mandates to Buy Back and Issue Shares, Re-Election of Retiring Directors and Continuing Connected Transactions – Renewal of Master Engagement Agreement with 中國建築股份有限公司 (China State Construction Engineering Corporation Limited) and**

### **Notice of Annual General Meeting**

### **通函：回購股份及發行股份之一般授權、 重選退任董事及持續關連交易－與中國建築股份有限公司 重續總承建協議之建議及股東周年大會通告**

The subject documents have been prepared in both English and Chinese versions. Copies prepared in the language different from that you have received will be provided by the Company's registrar and transfer office, Tricor Standard Limited, upon request.

題述文件備有英文及中文版本。本公司之股份過戶登記處卓佳標準有限公司，在收到閣下的要求後，可提供閣下所收到的版本以外的另一種語言編製的版本。

For shareholders who chose or are deemed to have consented to receive the subject documents by electronic means, you may access the subject documents (in both English and Chinese versions) on the Company's website (<http://www.coli.com.hk>).

而已選擇或被視為已選擇收取題述文件電子版本的股東，閣下可在本公司網站 (<http://www.coli.com.hk>) 閱覽題述文件 (英文及中文版本)。

You may at any time choose to receive the Company's Corporate Communications (as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) (i) in printed English version only; (ii) in printed Chinese version only; (iii) in both printed English and Chinese versions; or (iv) through electronic means on the Company's website in lieu of receiving printed copies.

閣下可隨時選擇只收取本公司之公司通訊 (定義見《香港聯合交易所有限公司證券上市規則》第1.01條) 的 (i) 英文印刷本; (ii) 中文印刷本; (iii) 同時收取英文及中文印刷本; 或 (iv) 以電子方式在本公司網站閱覽以代替收取印刷本。

After your selection, you may still change your choice of language or means of receipt by reasonable notice at any time in writing, free of charge, by completing and returning the Change Request Form\* on the back page to the Company's registrar and transfer office, Tricor Standard Limited, using the mailing label provided in the form or by email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com).

閣下於作出選擇後，仍可隨時於合理時間內以書面通知更改已選擇的語言版本或收取方式，只須填寫背頁的更改回條\*，然後以回條內提供的郵寄標籤把回條寄交 (或以電郵發送至 [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com)) 本公司之股份過戶登記處卓佳標準有限公司辦理即可，費用全免。

If you have any queries about how to obtain printed copies of the subject documents or how to access the subject documents on the Company's website, please contact Customer Services Hotline of the Company's registrar and transfer office at (852) 2980 1333 between 9:00 a.m. and 5:30 p.m. (Monday to Friday, excluding public holidays) or send your query by email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com).

倘閣下對於如何取得題述文件的印刷本，或如何在本公司網站閱覽題述文件有任何疑問，請於上午9時至下午5時30分 (星期一至星期五，公眾假期除外) 致電本公司股份過戶登記處之客戶服務熱線 (852) 2980 1333查詢，或將閣下之查詢以電郵發送至 [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com)。

\* *The Change Request Form can also be downloaded from the Company's website (<http://www.coli.com.hk>).*

\* *更改回條亦可於本公司網站 (<http://www.coli.com.hk>) 下載。*

## CHANGE REQUEST FORM 更改回條

I/We would like to receive the future Corporate Communications (as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) of China Overseas Land & Investment Limited (the "Company"):

關於中國海外發展有限公司(「本公司」)日後發佈的公司通訊(定義見《香港聯合交易所有限公司證券上市規則》第1.01條),本人/吾等欲:

(Please mark "✓" in one of the following options) (請以「✓」號選擇以下其中一項)

- in printed English version only (by post); or  
只收取英文印刷本(經郵遞);或
- in printed Chinese version only (by post); or  
只收取中文印刷本(經郵遞);或
- in both printed English and Chinese versions (by post); or  
同時收取英文及中文印刷本(經郵遞);或
- through electronic means instead of in printed form (i.e. by receiving from the Company's registrar and transfer office, an e-mail notification of the release of the relevant Corporate Communication(s) on the Company's website (<http://www.coli.com.hk>) on the date of despatch of such Corporate Communication(s) by the Company to its shareholders, or in the event that no email address is provided, to receive printed notification at the address as appearing in the Company's register of members).  
以電子方式取代印刷本(即於本公司向其股東寄發公司通訊當日,收取由本公司之股份過戶登記處以電子郵件知會相關公司通訊已登載於本公司網站(<http://www.coli.com.hk>)的通知,或倘無提供電郵地址,則按存置於本公司股東名冊上所示地址,收取通知函印刷本)。

My/Our e-mail address:

本人/吾等的電郵地址: \_\_\_\_\_

(for receiving notification of release of Corporate Communication(s))

(供收取發佈公司通訊的通知之用)

The above instruction will supersede my/our previous instruction to the Company.

上述指示將取替本人/吾等以前給予本公司的指示。

Signature(s):

簽署: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

Name(s) of Shareholder(s) in English

(Please use BLOCK LETTERS)

股東的英文名稱(請以大楷書寫)

Name(s) of Shareholder(s) in Chinese

股東的中文名稱

Correspondence Address 通訊地址

Contact Telephone Number 聯絡電話

- Notes:
- The above instruction will apply to all Corporate Communications of the Company to be sent to you until you inform us otherwise.
  - If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the Company's Register of Members should sign this Change Request Form in order for it to be valid.
  - Please complete all your details clearly. For the avoidance of doubt, we do not accept any additional instructions on this Change Request Form.
  - You have the right at any time by reasonable notice in writing to the Company's registrar and transfer office, Tricor Standard Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or sending email to [colif688-ecom@hk.tricorglobal.com](mailto:colif688-ecom@hk.tricorglobal.com) to change the choice of means of receipt of the Corporate Communications.
  - Any Change Request Form with more than one box marked "✓", no box marked "✓", no signature or any other errors during completion will be void.

附註:

- 上述指示將適用於本公司發給閣下的所有公司通訊,直至閣下另行通知為止。
- 如任何股份以聯名方式持有,則所有聯名持有人或名列本公司股東名冊的首名聯名持有人須於本更改回條上簽署,方為有效。
- 請閣下清楚填妥所有資料。為免存疑,本公司將不會處理任何在本更改回條上的額外指示。
- 閣下可隨時以合理時間書面通知本公司股份過戶登記處,卓佳標準有限公司,地址為香港皇后大道東183號合和中心54樓或發送電郵至[colif688-ecom@hk.tricorglobal.com](mailto:colif688-ecom@hk.tricorglobal.com),以更改選擇收取公司通訊的方式。
- 如在本更改回條作出超過一項選擇,或未有作出選擇,或未有簽署,或在其他方面填寫不正確,則本更改回條將會作廢。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").  
本聲明中所指之「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「**私隱條例**」)中「個人資料」之涵義。
- Your supply of 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. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests.  
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。若閣下未能提供足夠資料,本公司可能無法處理閣下之指示及/或要求。
- Your Personal Data will not be disclosed or transferred to any third parties (other than the Company's registrar and transfer office and/or other companies or bodies for any of the stated purposes) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request.  
除非按法例規定,例如應法庭命令或執法機關要求,否則閣下之個人資料將不會披露或轉移予任何第三方(本公司股份過戶登記處及/或其他公司或團體作任何上述之用途除外)。
- Your Personal Data will be retained for such period as may be necessary for verification and record purposes.  
閣下之個人資料將在適當期間保留作核實及記錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing and sent to the Personal Data Privacy Officer of the Company's registrar and transfer office, Tricor Standard Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong by post.  
閣下有權根據《私隱條例》之條文查閱及/或修改閣下個人資料。任何該等查閱及/或修改閣下個人資料之要求均須以書面方式郵寄至本公司股份過戶登記處卓佳標準有限公司之個人資料私隱主任,地址為香港皇后大道東183號合和中心54樓。

(Please cut along the dotted line 請沿虛線剪下)

Please cut the mailing label and stick it on  
an envelope to return this Change Request Form to us.  
**No postage stamp is required for local mailing**

當閣下寄回更改回條時,請將此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

**Mailing Label 郵寄標籤**

**Tricor Standard Limited**  
卓佳標準有限公司  
Freepost No. 簡便回郵號碼: 37  
Hong Kong 香港