

### **ESR CAYMAN LIMITED**

(Incorporated in Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code: 1821) (股份代號: 1821)

23 April 2021

Dear Shareholder,

#### ESR Cayman Limited (the "Company")

- Notice of publication of 2020 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form (the "Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and Clearing Limited ("HKEx")'s website at <a href="https://www.esr.com">www.esr.com</a> and the Hong Kong Exchanges and clearing Limited ("HKEx")'s website.

Shareholders who have chosen (or are deemed to have consented) to read the Company's Corporate Communications (Note) published on the Company's website in place of receiving printed copies may request a printed copy of the Current Corporate Communications in English, Chinese or both language versions free of charge. Shareholders who have chosen (or are deemed to have consented) to receive all future Corporate Communications via Website version but for any reason have difficulty in receiving or gaining access to the Current Corporate Communications will upon request in writing promptly be sent the Current Corporate Communications in printed form free of charge.

If you want to receive another printed version of the Current Corporate Communications, or you would like to change your choice of language or means of receipt of the Company's Corporate Communications in the future, please send written notice or complete the Change Request Form on the reverse side (not less than 5 clear business days) and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Share Registrar"), using the mailing label at the bottom of the Change Request Form (no stamp is needed if posted in Hong Kong). Otherwise, please affix an appropriate stamp. The address of the Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send written notice or a scanned copy of your Change Request Form (not less than 5 clear business days) via email to <a href="mailto:esr.ecom@computershare.com.hk">esr.ecom@computershare.com.hk</a>. The Change Request Form may also be downloaded from the Company's website at <a href="mailto:www.esr.com">www.esr.com</a> or the HKEx's website at <a href="www.esr.com">www.hkexnews.hk</a>.

Should you have any queries relating to any of the above matters, please call the Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays or send an email to <a href="mailto:esr.ecom@computershare.com.hk">esr.ecom@computershare.com.hk</a>.

For and on behalf of ESR Cayman Limited

Note: Corporate Communications include but not limited to (a) directors' reports, annual accounts together with copies of the auditors' reports and, where applicable, summary financial reports; (b) the interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

各位股東:

## ESR Cayman Limited (「本公司」)

## 2020 年報、通函、股東週年大會通告及代表委任表格(「本次公司通訊文件」)之發佈通知

本公司的本次公司通訊文件中、英文版本已上載於本公司網站(<u>www.esr.com</u>)及香港交易及結算所有限公司(「**交易所**」)網站(<u>www.hkexnews.hk</u>)。請在本公司網站主頁按「投資者關係」一項,並使用 Adobe<sup>®</sup> Reader<sup>®</sup>開啟查閱或在交易所網站瀏覽有關文件。

凡選擇(或被視為已同意)瀏覽在本公司網站登載之本公司公司通訊文件(附註)以代替收取印刷本之股東,均可要求索取公司通訊之英文印刷本、中文印刷本、或同時索取中、英文印刷本,費用全免。股東如已選擇以網上方式收取日後公司通訊文件(或被視為已同意以網上方式收取)但因任何理由未能閱覽載於網站的本次公司通訊文件,股東只要提出書面要求,即可獲發送所要求本次公司通訊文件的印刷版本,費用全免。

如 閣下欲收取本次公司通訊文件之另一語言印刷本,或欲選擇有別於 閣下所選擇的公司通訊語言版本或收取方式,以更改日後收取公司通訊文件之語言版本及收取途徑之選擇,請 閣下不少於 5 個營業日前向公司發出書面通知或填妥在本函背面的變更申請表格,並使用變更申請表格下方之郵寄標籤寄回(如在香港投寄則毋須貼上郵票),否則,請貼上適當的郵票。請將變更申請表格寄回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。你亦可不少於 5 個營業日前把已填妥之書面通知或變更申請表格的掃描副本電郵至escend@computershare.com.hk。變更申請表格亦可於本公司網站(www.esr.com)或交易所網站(www.hkexnews.hk)內下載。

如對本函內容有任何疑問,請致電本公司電話熱線(852) 2862 8688,辦公時間為星期一至五(公眾假期除外)上午 9 時正至下午 6 時正或電郵至 esr.ecom@computershare.com.hk。

**ESR Cayman Limited** 

謹啟

2021年4月23日

附註: 公司通訊文件包括但不限於:(a)董事會報告、年度財務報表連同核數師報告及如適用,財務續要報告;(b)中期報告及如適用,中期簿要報告;(c)會議通告;(d)上市文件;(c)通函:及(0代表委任表格。

Printing the Shareholder's information (English Name and Address) 印上股東資料(英文姓名及地址)

# Change Request Form 變更申請表格

To: ESR Cayman Limited (the "Company") (Stock Code: 1821)

 ${\it c/o\,Computershare\,\,Hong\,\,Kong\,\,Investor\,\,Services\,\,Limited}$ 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

致: ESR Cayman Limited (「本公司」)

(股份代號:1821)

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 have already received a printed copy of the Current Corporate Communications (as defined overleaf) in English/Chinese or have chosen (or am/are deemed to have consented) to read the Current Corporate Communications posted on the Company's website:

本人/我們已收取本次公司通訊文件(定義見背頁)之英文/中文印刷本或已選擇(或被視為已同意)瀏覽本公司網站所登載之本次公司通訊文件:

甲部	──I/We would like 本人/我們現在:	希望以下列	列方式	收取	貴公司	]本次	公司	通訊さ	作之:	另一	語言印	印刷本	:			Comp	any	as ir	ndicate	d b	elow	<b>v</b> :						
(Please	(Please mark ONLY ONE (X) of the following boxes 請従下列選擇中,僅在其中一個空格內劃上「X」號)																											
Part B —I/We would like to change the choice of language and means of receipt of future Corporate Communications* of the Company as indicated below: 乙部 本人/我們現在希望更改以下列方式收取 貴公司日後公司通訊文件之語言版本及收取途徑: (Please mark ONLY ONE(X) of the following boxes 請從下列選擇中,僅在其中一個空格內劃上「X」號)																												
	read the <b>Website version</b> of all future Corporate Communications published on the Company's website in place of receiving printed copies; and receive a notification letter of the publication of Corporate Communications on website; <b>OR</b> 瀏覽在公司網站發表之公司通訊文件 <b>網上版本</b> ,以代替印刷本,並收取公司通訊文件已在網上刊發之通知信函: <b>或</b>																											
	Email Address 雷郵地址																											
	(The Company will send to the email address provided above (if any) the email notification of the availability of future Corporate Communication on the Company's website. If no email address is provided, only a notification letter of the publication of notification of the release provide the email address in English Capital Letters and the email address will solely be used for a notification of the release of Corporate Communications.)  (本公司日後僅將公司通訊已在本公司網站登載之電郵通知發送至如上提供之電郵地址(如有)。如未有提供電郵地址,則僅會向 閣下寄發公司上在本公司網站登載之通知信函。請以英文正楷填寫電郵地址,有關電郵地址僅用作收取公司通訊已子發佈之電郵通知。)  to receive the printed English version of all future Corporate Communications ONLY; OR  僅收取公司通訊文件之英文印刷本:或  to receive the printed Chinese version of all future Corporate Communications ONLY; OR  信收取公司通訊文件之中文印刷本:或  to receive both printed English and Chinese versions of all future Corporate Communications.  同時收取公司通訊文件之英文及中文印刷本。														on th r ema													
	Name(s) of Shareholder(s) <sup>(Meta)</sup> 股東姓名 <sup>(ME)</sup>									Date 日期																		
Address <sup>®</sup> 地址 <sup>傳數</sup>	(Please	use ENGLIS									-																	_
Contont		use ENGLIS	SH BLO	CK LETT	ERS 說	用英文	乙正相	曾填寫	)	c:-		./-\																
Contact telephone number 聯絡電話號碼									Signature(s) 簽名																			
Notes 附註									_																	_		_
1.	Please complete all you 請 閣下清楚填妥所有詞		early.																									
2.	If your shares are held i	n joint name	s, the	sharehold	ler who	se nam	ne sta	nds fir	st on th	е гед	jister of	fmemb	ers of th	e Co	ompa	ny in r	spe	ct of t	he joint	hold	ling sh	nould s	ign	on thi	s Cha	nge F	Reques	st .

- Form in order to be valid.
  如屬聯名股東,則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署,方為有效。
- 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。
- 4.
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.

  為免存疑,任何在本變更申請表格上的額外手寫指示,本公司將不予處理。
  Please note that both printed English and Chinese versions of all the Company's Corporate Communications which we have sent to our Shareholders in the past 12 months are available from the Company on request. They are also available on the Company's website (<a href="www.esr.com">www.esr.com</a>) for five years from the date of first publication. 本公司備有於過去 12個月曾寄發予股東的公司通訊文件的中、英文版印刷本。該等通訊文件亦由首文登載日期起計,持續 5年載於公司網站(<a href="www.esr.com">www.esr.com</a>)上。
- \* Corporate Communications include but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, summary interim report. (c) a notice of meeting; (d) a listing document; (e) a clicular, and (f) a proxy form.

  \*公司通訊文件包括但不限於:(a)董事會報告、年度財務報表建同核數節報告及知適用,財務綺要報告;(b)中期報告及知適用,中期摘要報告;(c)自議適告;(d)上市文件;(c)通函;及(D)代表委任表格

## Mailing Label 郵寄標籤

Computershare Hong Kong Investor Service 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 form to us.

No postage is necessary if posted in Hong Kong.

當 閣下寄回此表格時,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