

SWIRE PROPERTIES LIMITED

太古地產有限公司

(Incorporated in Hong Kong with limited liability) (Stock Code: 1972)

NOTIFICATION LETTER 通知信函

8 September 2020

Dear Shareholder.

Swire Properties Limited (the "Company")

Notice of Publication of 2020 Interim Report (the "Current Corporate Communication")

English and Chinese versions of the Current Corporate Communication are available on, and may be accessed under the Investors section of the Company's website at www.swireproperties.com and are also available on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk. If you have elected to receive corporate communications[#] in printed form, the printed form (or forms) of the Current Corporate Communication is (or are) enclosed.

If you would like (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form, please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand to the Company's share registrar in Hong Kong (the "Hong Kong Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Change Request Form to swireproperties.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company's website at www.swireproperties.com or the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk.

If you have elected (or are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website and for any reason have difficulty in obtaining access to corporate communications on the Company's website, the Company will upon request send the Current Corporate Communication to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (sent to the Hong Kong Share Registrar at the above address or by email to swireproperties.ecom@computershare.com.hk) elect (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company's website (or in electronic form on the Company's website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form.

Should you have any questions in relation to this letter, please call the telephone hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

> By Order of the Board of **Swire Properties Limited** St.John Flaherty Company Secretary

Corporate communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and accounts contained in them), notices of meetings, listing documents, circulars and form of proxy.

各位股東:

太古地產有限公司 (「公司」) - 二零二零年中期報告 (「本次公司通訊」) 之發佈通知

本 次 公 司 通 訊 之中 、 英 文 版 本 已 上 載 於 公 司 網 站 (<u>www.swireproperties.com</u>) 之 投 資 者 關 係 網 頁 及 香 港 交 易 所 披 露 易 網 站 (www.hkexnews.hk),歡迎查閱。如 閣下已選擇收取公司通訊 *之印刷本,本次公司通訊隨本函附上

閣下欲(i)收取公司將來的公司通訊之印刷本,以取代於公司網站登載的電子本(或收取於公司網站登載的公司通訊電子本, 人。因为此人为为人。可以不知人。但是他们不是我们的人的思想的显然的电子和(实现的对方的的短数的公司通訊电子本,以取代印刷本)或(ii)更改所收取的公司通訊印刷本的語言版本,請 閣下填妥在本函背面的變更申請表,並在變更申請表上簽名,然後把變更申請表寄回或親手交回公司之香港證券登記處香港中央證券登記有限公司(「香港證券登記處」),地址為香港灣仔皇后 大道東 183 號合和中心 17M 樓。倘若 閣下在香港投寄,可使用變更申請表內的郵寄標籤寄回,而毋須在信封上貼上郵票;否則,請貼上適當的郵票。 閣下亦可把已填妥之變更申請表的掃描副本電郵至 <u>swireproperties.ecom@computershare.com.hk</u>。 變更申請表可於 公司網站(www.swireproperties.com)或香港聯合交易所披露易網站(www.hkexnews.hk)內下載。

閣下已選擇(或被視為已同意)收取於公司網站登載的本次公司通訊電子本,惟因故查閱公司通訊上出現困難,只要 閣下提出 要求,公司將儘快寄上所要求的本次公司通訊的印刷本,費用全免。

閣下可以隨時透過香港證券登記處以書面或透過電郵至 swireproperties.ecom@computershare.com.hk 通知公司,選擇(i)收取公司將來的公 司通訊之印刷本,以取代於公司網站登載的電子本(或收取於公司網站登載的公司通訊電子本,以取代印刷本)或(ii)更改所收取的 公司通訊印刷本的語言版本。

閣下如有任何與本函內容有關的疑問,請致電香港證券登記處電話熱線(852)28628688,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6時正。

承董事會命 太古地產有限公司 公司秘書

傅 赫 庭

二零二零年九月八日

公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件,包括但不限於年度和中期財務報告及其續要報告(及其中包含的所有報告及帳目)、會議 通告、上市文件、通函及委任代表表格。

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|---------------------------------|---------|
| 股東之姓名及地址: | |

Change Request Form 變更申請表

Swire Properties Limited ("the Company") To:

> c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

太古地產有限公司(「公司」) (股份代號:1972)

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 received the Current Corporate Communication (as defined on the reverse side of this form) in the English language, the Chinese language or in both languages or have elected (or am/are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website.

本人/我們已收取本次公司通訊(定義見本表格背面)之華文/中文印刷本或已瓔擇(或被視為已瓔擇)收取於公司網站登載的本次公司通訊電子本。

| Notes 附註: | | | | rm if you |
|--------------------|--|--|---|-----------|
| Signature(s) 簽名 | | Contact telephone number 聯絡電話號碼 | Date 日期 | |
| | (The Company will send to the email a address is provided, only a notification Letters and the email address is used j | n letter of the publication of the Corporate Communication on the or notification of release of Corporate Communication only) 周網站發佈時發出通知至以上提供之電郵地址(如有)。如未有 | of the Corporate Communication on the Company's website in the future. If Company's website will be sent. <u>Please provide the email address in Englis</u> 提供電郵地址,則會發出公司遊訊已在網上刊發的通知信函予 關下。 | sh Capita |
| Email A 電郵地は | | | | |
| Ш | on the Company's website. 收取於公司網站登載的電子本,並在每 | 次於公司網站登載公司通訊時收取發送至以下地 | 址的 電郵通知 。 | |
| \equiv | in electronic form on the Company's wel | osite and by receiving notification by email to the ac | dress below when each corporate communication is made ava- | ailable |
| | in printed form both in the English la 同時收取 英文及中文印刷本;或 | nguage and in the Chinese language; OR | | |
| | 僅收取 中文印刷本;或 | | | |
| \vdash | 僅收取 英文印刷本;或 in printed form in the Chinese langua | ga only: OP | | |
| | in printed form in the English langua | | | |
| | Company's website; OR | E每次於公司網站登載公司通訊時收取 通知信 | が: 元 | |
| | in electronic form on the Company's | | when each corporate communication is made available of | on the |
| 乙部 (Please mark | 本人/我們現欲變更以下列方式收取 "X" in ONLY ONE of the following boxes | 汉公司將來的公司通訊 : 請從下列選擇中,僅在其中 一個空格 內劃上「 X 」號 | | |
| Part B | | # | from the Company in the manner indicated below: | |
| | 本人/我們現欲收取本次公司通訊之 | | | |
| 片 | 本人/我們現欲收取本次公司通訊之 I/We would like to receive the Current | Z中文本。 : Corporate Communication both in the English ! | anguage and in the Chinese language | |
| 一 | I/We would like to receive the Current | t Corporate Communication in the Chinese langu | age only. | |
| | I/We would like to receive the Current 本人/我們現欲收取本次公司通訊之 | t Corporate Communication in the English langu 文本文本。 | age only. | |
| (Please mark | | 請從下列選擇中,僅在其中 一個空格 內劃上「 X 」號 | | |
| 甲部 | 本人/我們現欲以下列方式收取本 | | | |
| Part A | I/We would like to receive the Current | Corporate Communication in printed form in the | manner indicated below: | |
| | | 1人大人/十人中间华人山西洋(天)汉[几河山西洋 | 7 权权於公司病如豆氧的华久公司通讯电丁华 | |

- downloaded this form from the web. 請 閣下清楚填妥所有資料。倘若 閣下從網上下載本變更申請表,請於本表左上方用英文正楷清楚註明 閣下的姓名及地址。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign this Change Request Forn in order for it to be valid.
- no order for it to be valid.
 如屬聯名股東,則本變更申請表須由該名於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" in Part A or Part B, with no box marked "X" with no signature or otherwise incorrectly completed will be void.
 如在本表格甲部或乙部作出超過一項選擇、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。
 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上的額外手寫指示,公司將不予處理。

- Please note that English and Chinese versions of all the Company's corporate communication which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company's corporate communications are also available on the Company's website (www.swireproperties.com) for five years from the date of first publication.
 公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本,可供索取。所有公司通訊中、英文版亦由首次登載日期起計,持續5年載於公司網站(www.swireproperties.com)

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Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services 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 Request Form to us.

No postage is necessary if posted in Hong Kong.

閣下寄回本申請表格時、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 評價 Rate our service Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact