

**Capital Estate Limited**  
**冠地產有限公司**  
(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: 193)

4 January 2024

Dear registered shareholder(s),

**Arrangements of Electronic Dissemination of Corporate Communication**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) in respect of the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Capital Estate Limited (the “**Company**”) is writing to inform you that it is making arrangements for the adoption of electronic dissemination of corporate communication (“**Corporate Communication**”), which term under the Listing Rules means any document issued or to be 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 auditors’ 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.

With a view to adopt electronic dissemination of Corporate Communications, the Company would request you to provide your consent pursuant to section 833 of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) that all future Corporate Communications may be sent or supplied by the Company to you by making both the English and Chinese versions of all future Corporate Communications available electronically on the website of the Company at <http://www.capitalestate.com.hk/> (the “**Company Website**”) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (“**HKEx Website**”). The Company encourages and recommends you to provide your consent and elect to access all future Corporate Communications through the Company Website and/or the HKEx Website, instead of receiving printed copies by post, and to receive a notification letter by email for the publication of the relevant Corporate Communications on the Company’s Website and the HKEx Website (the “**Website Version**”).

**Solicitation of electronic contact details**

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications\*, please complete, sign and return the enclosed reply form (the “**Reply Form**”) to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “**Share Registrar**”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk) **on or before 1 February 2024**.

**If the Company does not receive the duly completed and signed Reply Form or any response to this request from you within 28 days beginning on the date of this request was sent, i.e. on or before 1 February 2024, you will be deemed, until you inform the Company otherwise by reasonable notice of not less than 7 days in writing at the offices of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk), to have agreed that all future Corporate Communications may be sent or supplied by the Company to you by making the Corporate Communication available on the Company Website and HKEx Website, and in such event only a written notifications for the publication of Corporate Communications on the Company Website and the HKEx Website will be sent to you in the future.**

**If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address in the Reply Form for the purposes of receiving (i) email notifications for the publication of the relevant Corporate Communications on the Company Website and the HKEx Website as and when Corporate Communications are published on the Company Website and HKEx Website and (ii) all future Actionable Corporate Communications<sup>(Note)</sup> in electronic form from the Company. If no email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications as described above, the Company will send to you by post, (i) a notification letter for the publication of Corporate Communications on the Company Website and HKEx Website and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and functional email address to the Company and/or the Share Registrar for receiving the same.**

Should you object to receiving the Website Version of future Corporate Communication, the Company will send you Corporate Communications in printed form.

As Actionable Corporate Communications are important corporate communications that seek your instructions on how to exercise your rights or make an election as a shareholder of the Company, **it is of paramount importance to ensure that the email address to be provided by you in the Reply Form is valid and functional at all times; otherwise you may not be able to receive the Actionable Corporate Communications on time or at all so as to exercise your rights or make an election as a shareholder of the Company promptly within the timeframe required under the Actionable Corporate Communications.** If the Company has attempted to send the Actionable Corporate Communication in electronic form to the email address provided by you in the Reply Form and subsequently received a non-delivery message, the Company will re-send the relevant Actionable Corporate Communication in printed form (accompanied with a request for your functional email address to facilitate electronic dissemination of Actionable Corporate Communications in future) to your address as shown in the Company’s register of members.

You are entitled to change the choice of means of receipt of all future Corporate Communications at any time by serving reasonable notice (of not less than 7 days) in writing to the Share Registrar by mail at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk). Even if you have elected (or are deemed to have consented) to receive the Website Version of all future Corporate Communications, if for any reason you have difficulty in accessing the Corporate Communications published on the Company Website and/or the HKEx Website, or wish to receive Corporate Communications in printed form, the Company or the Share Registrar will, upon receipt of a written request by mail (at the address above) or by email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk), promptly send you the Corporate Communications in printed form free of charge.

Please note that English and Chinese versions of all future Corporate Communication(s) will be available (a) in printed form from the Company or the Share Registrar on request; and (b) on the Company Website at <http://www.capitalestate.com.hk/> and on the HKEx Website at <http://www.hkexnews.hk>.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,  
By order of the Board  
**Capital Estate Limited**  
**Chu Nin Yiu, Stephen**  
Chief Executive Officer

Note:

“**Actionable Corporate Communication**” means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company.

## REPLY FORM 回條

To: **Capital Estate Limited (the "Company")**  
(Stock Code: 193)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre  
183 Queen's Road East  
Wanchai, Hong Kong

致: **冠中地產有限公司** (「本公司」或「貴公司」)  
(股份代號: 193)  
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 would like to receive the Corporate Communication(s) of the Company (the "Corporate Communication(s)") in the manner as indicated below:

本人/吾等欲希望以下列方式收取 貴公司之公司通訊 (「公司通訊」):

(Please mark **ONLY ONE** (✓) in the following boxes)

(請從下列其中一個空格內填上「✓」號)

- to access all future Corporate Communication(s) to be published on the Company's website and/or the website of The Stock Exchange of Hong Kong Limited (the "Website Version") only instead of receiving printed copies by mail, and receive an email notification of the publication of the Corporate Communication(s) on the Company's website and the website of The Stock Exchange of Hong Kong Limited (the "HKEx Website") at the email address below; **OR**  
僅瀏覽所有日後將登載於本公司網站及/或香港聯合交易所有限公司網站之公司通訊 (「網上版本」), 以代替收取郵寄印刷本, 並以下列電郵地址收取就有關公司通訊經已於本公司網站及香港聯合交易所有限公司網站 (「香港交易所網站」) 登載之通知函的電郵通知; 或

## Email Address

## 電郵地址

(The Company will send to the email address provided above (if any) the email notification of the availability of the future Corporate Communications on the Company's website and the HKEx Website. If no email address is provided, (i) printed notification letter of the publication of the Corporate Communications on the Company's website and the HKEx Website; and (ii) all future Actionable Corporate Communications\* in printed form will be sent by post. Please provide the email address in English Capital Letters and the email address will solely be used for the purposes of receiving (i) email notification of the publication of Corporate Communications on the Company's website and the HKEx Website; and (ii) all future Actionable Corporate Communications\* in electronic form from the Company.)

(本公司日後會將公司通訊經已於本公司網站及香港交易所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, 則會向閣下郵寄(i)公司通訊已於本公司網站及香港交易所網站登載之通知信函; 及(ii)所有日後可供採取行動的公司通訊\*的印刷本。請以英文正楷填寫電郵地址, 有關電郵地址僅用作收取(i)公司通訊已於本公司網站及香港交易所網站登載之電郵通知; 及(ii)本公司日後以電子形式發佈之所有可供採取行動的公司通訊\*。)

- to receive by mail the printed version of all future Corporate Communication(s).  
以郵寄收取所有日後公司通訊之印刷本。

## Signature

## 簽名

## Name

## 姓名

## Contact telephone number

## 聯絡電話號碼

## Date

## 日期

## Notes 附註:

- If the Company does not receive this Reply Form duly completed and signed by you or does not receive a response indicating an objection from you by 1st February 2024, you will be deemed to have consented to receiving the Website Version of all future Corporate Communication(s) instead of receiving printed copies by mail. We will only send you a printed notification of the publication of the Corporate Communication(s) on the Company's website and the HKEx Website in the future.  
倘若本公司於截至二零二四年二月一日尚未收到閣下填妥及簽署的本回條或表示反對的回覆, 閣下將被視為已同意收取所有日後公司通訊之網上版本以代替收取郵寄印刷本, 而本公司日後將只向閣下寄發有關公司通訊經已於本公司網站及香港交易所網站登載之通知函印刷本。
  - Shareholders are entitled to change the choice of means of receipt of the Corporate Communication(s) at any time by giving reasonable prior notice (of not less than 7 days) in writing to the Company c/o the Company's Share Registrar or sending such notice by email to the Company's email address at [capitalstate.com@computershare.com.hk](mailto:capitalstate.com@computershare.com.hk).  
股東可以隨時透過本公司之股份過戶登記處給予本公司合理之事先書面通知(為不少於七天), 或以電郵發送該通知至本公司電郵地址 [capitalstate.com@computershare.com.hk](mailto:capitalstate.com@computershare.com.hk), 要求更改公司通訊之收取方式之選擇。
  - By selection to access the Website Version of all future Corporate Communication(s) instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communication(s) in printed form.  
在選擇瀏覽所有日後公司通訊之網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
  - If your shares are held in joint names, all the joint holders of the shares should sign on this Reply Form in order to be valid.  
如屬聯名股東, 則本回條須由所有的聯名股東簽署, 方為有效。
  - Any Reply Form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.  
如在本回條未有作出「✓」選擇, 或未有簽署, 或在其他方面填寫不正確, 則本回條將會作廢。
  - For the avoidance of doubt, we do not accept any other instructions given on this Reply Form.  
為免存疑, 任何在本回條上的任何額外指示, 本公司將不予處理。
- \* Corporate Communication(s) means any document(s) issued or to be issued by the Company for the information or action of holder(s) of any of its securities, including 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, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
公司通訊指本公司發出或將予發出以供其任何證券持有人參照或採取行動之任何文件, 其中包括但不限於: (a) 董事會報告、年度賬目連同核數師報告的副本以及(如適用)財務摘要報告; (b) 中期報告及(如適用)中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通告; 及 (f) 代表委任表格。
- \* Actionable Corporate Communication(s) means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company.  
可供採取行動的公司通訊指本公司尋求其股東指示後就作為本公司股東如何行使其權利或選擇而發出之任何公司通訊。

## 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, Cap 486 ("PDPO"), which includes your name, mailing address, contact telephone number, e-mail address and/or your choice. 本聲明所指的「個人資料」具有《個人資料(私隱)條例》(第486章) (「私隱條例」) 賦予「個人資料」之相同涵義, 當中包括閣下的姓名、郵寄地址、聯絡電話號碼、電郵地址及/或閣下的選擇。 Your Personal Data provided in this form will be used in connection with processing your request for obtaining printed copy of the relevant Corporate Communication(s) and Actionable Corporate Communication(s). Your supply of Personal Data is on a voluntary basis. However, we may not be able to process your request unless you provide us with your Personal Data. 閣下於本表格所提供的個人資料將用以處理閣下要求索取相關公司通訊及可供採取行動的公司通訊印刷本之指示。閣下乃基於自願性質提供個人資料, 惟倘閣下並無提供個人資料, 本公司可能無法處理閣下的指示。

Your Personal Data may be disclosed or transferred to the Company's Share Registrar for the purpose stated above, or when it is required to do so by law, for example, in response to a court order or a law enforcement agency's request, and will be retained for such period as may be necessary for our verification and record purpose. 本公司可就上述用途將閣下的個人資料披露或轉移給本公司的股份過戶登記處, 或按法例規定(例如應法庭命令或執法機關的要求)作出披露或轉移, 並將在適當期間內保留該等個人資料作核實及記錄用途。

You have the right to request access to and/or correction of your Personal Data respectively 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 by either of the means:

閣下有權根據私隱條例分別查閱及/或更正閣下的個人資料。任何查閱及/或更正閣下個人資料的要求, 均須透過以下其中一項途徑以書面方式提出:

By mail to: Personal Data Privacy Officer  
Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong  
郵寄: 香港灣仔  
皇后大道東183號合和中心17M樓  
香港中央證券登記有限公司  
個人資料私隱主任

By email to: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)  
電郵: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

&lt;

## 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 form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時, 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。