

28 March 2024

Dear Non-registered Shareholders,

**1. Annual Report 2023 and Circular dated 28 March 2024 containing Notice of Annual General Meeting (collectively “Current Corporate Communications”) and Sustainability Report 2023**

The Current Corporate Communications (English and Chinese versions) of Hysan Development Company Limited (the “Company”) are now available on the Company’s website at [www.hysan.com.hk](http://www.hysan.com.hk) (the “Company’s Website”) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (the “Stock Exchange’s Website”).

You may access those documents by clicking “Financial Reports” under “Investor” section on the Company’s Website for the Annual Report 2023 and “News/Announcements/Circulars” for the other Current Corporate Communications. If you have elected to receive the corporate communications<sup>(Note)</sup> in printed form, the Current Corporate Communications in your selected language(s) is/are enclosed.

The Sustainability Report 2023 is published in electronic form under “Financial Reports” under “Investor” section on the Company’s Website, and is also available on the Stock Exchange’s Website.

**2. Amending your Choice of Means of Receipt and Language for Future Corporate Communications**

If you would like to (i) receive the Current Corporate Communications in printed form or in a language version other than your existing choice; and/or (ii) change your means of receipt (in printed form or by electronic means through the Company’s Website) and/or choice of language (English and/or Chinese) of all future corporate communications, please complete the enclosed request form and return it to the Company’s Registrar, Tricor Standard Limited, by post using the provided prepaid mailing label, or by e-mail to [hysan14-ecom@hk.tricorglobal.com](mailto:hysan14-ecom@hk.tricorglobal.com) or [cosec@hysan.com.hk](mailto:cosec@hysan.com.hk). Your choice of means of receipt and/or choice of language of all future corporate communications shall be amended accordingly. Any corporate communications in printed form or in your choice of language will be sent to you free of charge.

If you have difficulty in receiving or gaining access to the corporate communications on the Company’s Website, the Company will promptly upon your request send the corporate communications to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the enquiry hotline on (852) 2980 1333 during business hours (9:00 a.m. to 5:30 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
**Chow Lai Kwan**  
Company Secretary

Encl.

*Note: The term “corporate communications” refers to all “corporate communications” as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including without limitation, Interim/Annual Reports, notices, circulars, proxy forms of the Company.*

*This letter is in English and Chinese. In case of any inconsistency, the English version shall prevail.*



Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's Registrar, Tricor Standard Limited or via email to [hysan14-ecom@hk.tricorglobal.com](mailto:hysan14-ecom@hk.tricorglobal.com) or [cosec@hysan.com.hk](mailto:cosec@hysan.com.hk).

## REQUEST FORM

To: Tricor Standard Limited,  
17/F, Far East Finance Centre,  
16 Harcourt Road,  
Hong Kong

1. Please send me/us a printed copy of:  
(Please "✓" the appropriate boxes.)

- Annual Report 2023 in  English version  
 Circular dated 28 March 2024 containing Notice of Annual General Meeting  Chinese version

2. I/We would like to receive the future corporate communications of Hysan Development Company Limited (the "Company" or "Hysan"):  
(Please "✓" only **one** box.)

- by **electronic means** only through Hysan's website ([www.hysan.com.hk](http://www.hysan.com.hk)) instead of in printed form with a notification letter of the publication of corporate communications on Hysan's website; or  
 in **printed** form in **English** only; or  
 in **printed** form in **Chinese** only; or  
 in **printed** form in both **English and Chinese**.

I/We have noted the following Personal Information Collection Statement and provide the information as requested.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name(s) of Shareholder(s) in English  
(Please use **BLOCK LETTERS**)

\_\_\_\_\_  
Name(s) of Shareholder(s) in Chinese

\_\_\_\_\_  
Contact Telephone Number

- Notes: 1. Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void.  
2. The above instruction for item 2 will apply to all future corporate communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company or the Company's Registrar.  
3. For the avoidance of doubt, we do not accept any special instructions written on this form. Please write to us separately if you have any.  
4. The term "corporate communications" refers to all "corporate communications" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including without limitation, Interim/Annual Reports, notices, circulars, proxy forms of the Company.  
5. Both printed English and Chinese versions of all the Company's corporate communications which we have sent to shareholders are available on the Company's website ([www.hysan.com.hk](http://www.hysan.com.hk)) for five years from the date of the first publication.

### PERSONAL INFORMATION COLLECTION STATEMENT

The Personal Data provided to the Company and/or the Company's Registrar, Tricor Standard Limited, in this form will be used for the purpose of circulation of corporate communications in the manner chosen and for related corporate communication purpose. "Personal Data" in these statements has the same meaning as "personal data" as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO"), which may include but not limited to your name, mailing address, telephone number, e-mail address, and/or your choice.

The Personal Data will be transferred to the Company's service providers for printing and mailing the corporate communications to you if necessary to facilitate the receipt of corporate communications and related purpose. The Personal Data may be disclosed when required by law or a court order of any jurisdiction, or as requested by any government or law enforcement authorities or administrative organs or as is necessary to bring legal action or defend any legal action in relation to you. Your supply of the Personal Data is on a voluntary basis. However, without providing the Personal Data we may not be able to process your request for receiving corporate communications.

Your Personal Data will be retained for such period as may be necessary for our record and verification purposes and its directly related purpose(s).

You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. We have the right to charge a reasonable fee for processing any Personal Data access request. Any such request for access to and/or correction of your Personal Data should be in writing by either of the following means:

By mail to: Privacy Compliance Officer  
Tricor Standard Limited  
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

By e-mail to: [hysan14-ecom@hk.tricorglobal.com](mailto:hysan14-ecom@hk.tricorglobal.com)

You can find out more about Hysan's policies on privacy and personal data protection by accessing our privacy policy statement available on Hysan's website at [www.hysan.com.hk](http://www.hysan.com.hk).

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### MAILING LABEL

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.

Tricor Standard Limited  
Freeport No. 10 GPO  
Hong Kong