# WING TAI PROPERTIES LIMITED

# 永泰地產有限公司

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司) (Stock Code 股份代號: 369)

## NOTIFICATION LETTER 通知信函

23 April 2024

Dear Registered Shareholders,

Wing Tai Properties Limited (the "Company")

Notice of Availability of (a) Annual Report 2023; (b) Circular dated 23 April 2024 containing Notice of Annual General Meeting together with Proxy Form (collectively, the "Current Corporate Communications"); and (c) Environmental, Social and Governance Report 2023 (the "ESG Report 2023")

The English and Chinese versions of the Company's Current Corporate Communications and the ESG Report 2023 are now available on the Company's website at <a href="https://www.mingtaiproperties.com">www.mingtaiproperties.com</a> and the website of The Stock Exchange of Hong Kong Limited at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> respectively (the "Website Version"). The Company strongly recommends you to access the Website Version of the Current Corporate Communications, the ESG Report 2023, all future Corporate Communications' and Actionable Corporate Communications. If you have elected to receive the Corporate Communications in printed form, the Current Corporate Communications are enclosed.

If you for any reason have difficulty in receiving email notification or gaining access to the Website Version and would like to receive the Current Corporate Communications and/or future Corporate Communications in printed form, please complete, sign the enclosed reply form and return it to the Company c/o Tricor Standard Limited, the Company's branch share registrar and transfer office in Hong Kong (the "Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to 369-ecom@hk.tricorglobal.com. The Company will upon your request promptly send the Current Corporate Communications to you in printed form free of charge.

It is the responsibility of registered shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing, signing the enclosed reply form and returning it to the Company c/o the Branch Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post or by email to 369-ecom@hk.tricorglobal.com. If the Company does not have your functional email address, until such time that the functional email address provided to the Branch Share Registrar, you will be unable to receive via email notices of availability of the Website Version of the Corporate Communications in electronic form. As such, the Company would only be able to send you the Notices of Availability and the Actionable Corporate Communications in printed form.

If you wish to receive the ESG Report 2023 in printed form, please send your written request to the Company c/o the Branch Share Registrar by email to 369-ecom@hk.tricorglobal.com or by post at the above address.

Should you have any queries relating to this notification, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays) or send an email to 369-ecom@hk.tricorglobal.com.

Yours faithfully,
For and on behalf of
Wing Tai Properties Limited
Chung Siu Wah, Henry
Company Secretary and Group Legal Counsel

#### Notes:

- 1. Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
- 2. Actionable Corporate Communications refer to any corporate communications that seek instructions from the shareholders of the Company on how they wish to exercise their rights or make elections as the Company's shareholders.

各位登記股東:

#### 永泰地產有限公司(「本公司」)

— (a)2023年報、(b)載有股東週年大會通告日期為2024年4月23日之通函連同代表委任表格(統稱「本次公司通訊」);及(c)2023環境、社會及管治報告之可供索閱通告

本公司的本次公司通訊及2023環境、社會及管治報告之中、英文版本現已分別上載於本公司網站(www.wingtaiproperties.com)及香港聯合交易所有限公司網站(www.hkexnews.hk)(「網站版本」)。本公司強烈建議 閣下閲覽本次公司通訊、2023環境、社會及管治報告、所有日後公司通訊·及可供採取行動的公司通訊·的網站版本。如 閣下已選擇收取公司通訊的印刷本,隨函附上本次公司通訊。

如 閣下因任何理由無法以電子郵件方式收取或閱覽網站版本,及欲索取本次公司通訊及/或日後公司通訊的印刷本,請填妥及簽署隨附之回條,並以已預付郵費的郵寄標籤經本公司之香港股份過戶及登記分處卓佳標準有限公司(「股份過戶分處」)寄回本公司,地址為香港夏慤道16號遠東金融中心17樓(如在香港投寄,則毋須貼上郵票),或電郵至369-ecom@hk.tricorglobal.com。本公司會因應 閣下之要求立即郵寄本次公司通訊的印刷本,費用全免。

登記股東有責任提供有效的電子郵箱地址。如 閣下尚未提供 閣下之電子郵箱地址予本公司,或需更新 閣下之電子郵箱地址,本公司建議 閣下填妥及簽署隨附之回條,並以郵寄方式經股份過戶分處交回本公司,地址為香港夏慤道16號遠東金融中心17樓,或以電郵方式發送至369-ecom@hk.tricorglobal.com。如果本公司沒有收到 閣下的有效電子郵箱地址, 閣下將無法透過電子郵件以電子方式收取公司通訊網站版本的可供索閱通告[「可供索閱通告」)及可供採取行動的公司通訊。本公司只能向 閣下寄發可供索閱通告及可供採取行動的公司通訊之印刷本予 閣下,直至股份過戶分處收到 閣下有效的電子郵箱地址為止。

閣下如欲收取2023環境、社會及管治報告的印刷本,請將 閣下的書面要求透過電郵至369-ecom@hk.tricorglobal.com或透過上述地址經股份過戶分處寄回本公司。

倘 閣下對本通知有任何查詢,請於辦公時間星期一至星期五上午9時至下午6時(公眾假期除外),致電股份過戶分處電話熱線(852) 2980 1333,或發送電子郵件至369-ecom@hk.tricorglobal.com。

代表 永泰地產有限公司 公司秘書兼集團法律顧問 鍾少華 謹啓

2024年4月23日

附註:

- 1. 公司通訊包括本公司發佈或將子發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於(a)董事會報告、公司年度帳目連同核數師報告以及(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)季度報告(如有);(d)會議通告;(e)上市文件;(f)通函;及(g)代表委任表格。
- 2. 可供採取行動的公司通訊是指任何涉及要求本公司股東指示其擬如何行使其有關本公司股東權利或作出選擇的公司通訊。



# REPLY FORM 回條

To: Wing Tai Properties Limited (the "Company") (Stock Code: 369) (Incorporated in Bermuda with limited liability) c/o Tricor Standard Limited

永泰地產有限公司 (「本公司」)(股份代號:369) (於百慕達註冊成立之有限公司) 經卓佳標準有限公司

																悲夏慤道16號 貞金融中心17樓																								
	Part A I/We would like to receive the printed copies of the following documents of the Company: 本人/我們現欲收取以下本公司文件之印刷本:																																							
Plea	Please mark "✔" in the following boxes (if applicable): 請從下列空格內劃上「✔」號 (如適用):																																							
	Annual Report 2023 2023年報																																							
	Circ 載有	Circular dated 23 April 2024 containing Notice of Annual General Meeting 成有股東週年大會通告日期為2024年4月23日之通函																																						
	Proxy Form 代表委任表格																																							
	All future Corporate Communications <sup>6</sup> and Actionable Corporate Communications <sup>7</sup> 所有日後公司通訊 <sup>6</sup> 及可供採取行動的公司通訊 <sup>7</sup>																																							
	Part B 乙部 I/We would like to receive notices of availability relating to all future Corporate Communications and Actionable Corporate Communications in electronic form via the email address below: 本人/我們現欲以以下電子郵箱地址以電子方式收取有關所有日後公司通訊及可供採取行動的公司通訊的可供索閱通告:																																							
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	(Plea	ase j	pro	vide	the	em	ail a	ddr	ess i	n E	ingl	ish	Сар	ital	Lett	ers)	(前	事以:	英文	正相	對	填寫電	子.	郵箱	<b>節地</b> 。	<u>tt:</u> )														
	ame(s) of Shareholder(s): 東姓名: (Please use BLOCK LETTERS 請用正楷填寫)													Signature: 簽名:																										
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Address: 地址:

(Please use BLOCK LETTERS 請用正楷填寫)

Contact telephone number: 聯絡電話號碼:

Date:

日期

- se complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to Tricor Standard Limited, the Company's branch share registrar and transfer office in Hong Kong (the "Branch Share Registrar") or via email
- Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to Tricor Standard Limited, the Company's branch share registrar and transfer office in Hong Kong (the "Branch Share Registrar") or via email to 369-come@hk.tricorglobal.com 。
  請接爰簽署本表格,並以關閉已間付郵費的務等機要貼於信封上,省回本公司之香港股份過戶及營記分處卓往標準有限公司〔股份過戶分處〕,或電郵至369-ccome@hk.tricorglobal.com 。
  Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void. 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 on this form in order to be valid.
  請清差填寫本表格。回帳上若本有作出選擇、沒有簽名或沒有正確填寫,均屬無效。如屬聯名股東,則本回條須按本公司股東名圖上聯名持有之股份戶口,由其姓名列於首位的股東簽署,方為有效。
  The above instruction for Part A will be valid for one year from the date of your request unless being revoked or superseded (whichever is earlier). Further submission of request in writing will be required if you prefer to continue receiving printed copy of the future Corporate Communications.

  上线甲部的指序1 圖 下间着日起計一年內有效,除非此申請被請請或取代(以較早看為準)。如果 圖下希望繼續收到日後公司通訊的印刷本,則需要重新應交書面要求。
  It is the responsibility of the shareholders of the Company to provide a wail and functional email address to the Branch Share Registrar, how elected to receive a notice of availability of the Corporate Communications by post.

  限東有責任提供有效的電子郵箱地上,倘若不公司並無股東的電子郵箱地上無效,則 圖下將被視為已避擇以郵客方式接收公司通訊的可供索閱過告,直至 圖下戶股份過戶分處提供有效自可用的電子郵箱地上無效,則 圖下將被視為已避擇以郵客方式接收公司通訊的可供索閱過告,直至 圖下戶股份過戶分處提供有效自可用的電子郵箱地上無效,則 圖下將被視為已避擇以郵客方式接收公司通訊的可供索閱過告,直至 圖下戶股份過戶分處提供有效自可用的電子郵箱地上無效,則 圖下將被視為已避擇以郵客方式接收公司通訊的可供索閱過告,直至 圖下戶股份過戶分處提供有效自可用的電子郵箱地上無效,則 圖下將被視為已經費以郵客方式接收公司通訊的可供索閱過告,直至 圖下戶股份過戶分處提供有效自用的電子郵箱地上無效,則 圖下將被視為已經費以郵客方式接收公司通訊的可供索閱過告,直至 圖下戶股份過戶的。

- For the avoidance of doubt, any additional instructions written on this form will not be processed. 為免產生疑問,任何在本表格寫上的額外指示將不予處理。
- 為思歷生疑問,任何在今表格為上的劇外指示將不予處理。

  Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

  公司通讯包括本公司爱你或將子爱佈以供其任何邀券持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於 (a) 董事會報告、公司年度帐目建同核數師報告以及 (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) 季度報告(如有); (d) 會議過告;(e) 上市文件;(f) 通商;及(g) 代表任表格。

  Actionable Corporate Communications refer to any corporate communication and to any corporate communication refer to any corporate comm

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

PERSONAL INFORMATION COLLECTION STATEMENT 収集個人資料發明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong (PDPO) Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data at will be retained for such period as may be necessary to fulfill the Purposes including for verification and record purposes. Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Standard Limited at the above address.

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Please cut the mailing label and stick it on an envelope to return this Reply Form to us.

No postage is necessary if posted in Hong Kong.

閣下寄回本回條時,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。

### 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: 10 GPO Hong Kong 香港

