



**ESR GROUP LIMITED**  
(Incorporated in Cayman Islands with limited liability)  
(Stock Code: 1821)

24 April 2024

Dear Non-registered Holder *(Note 1)*,

**ESR Group Limited (the “Company”)**

**Notice of publication of Annual Report 2023 (the “Current Corporate Communication”) and Environmental, Social and Governance Report 2023 (the “ESG Report”)**

The English and Chinese versions of the Company’s Current Corporate Communication are available on the Company’s website at [www.esr.com](http://www.esr.com) and the Hong Kong Exchanges and Clearing Limited (“HKEX”)’s website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication by clicking “Investor Relations” on the home page of the Company’s website, viewing the respective documents through Adobe® Reader®, or by browsing through the HKEX’s website. If you want to receive another printed version of the Current Corporate Communication or have any difficulty in receiving or gaining access to the Current Corporate Communication for any reason or wish to receive the Current Corporate Communication in printed form, we will, upon your notice, send the Current Corporate Communication of your choice of language in printed form to you free of charge as soon as possible; please write 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, Wanchai, Hong Kong or by email to [esr.ecom@computershare.com.hk](mailto:esr.ecom@computershare.com.hk).

The ESG Report is published in electronic form only under the “ESG” section of the Company’s website at [www.esr.com](http://www.esr.com). If you wish to receive a printed copy of the ESG Report, you may submit your request to the Share Registrar by post at the above address or by email to [esr.ecom@computershare.com.hk](mailto:esr.ecom@computershare.com.hk).

**Arrangement of Electronic Dissemination of Corporate Communications** *(Note 2)*

In order to comply with Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) under the expansion of paperless listing regime and electronic dissemination of Corporate Communications that came into effect on 31 December 2023, the Company will seek to obtain shareholders’ approval for amending its Articles of Association at the upcoming Annual General Meeting to be held on 31 May 2024 to align the Articles of Association with the new requirements for electronic dissemination of Corporate Communications. Upon the Articles of Association being amended, the Company will adopt electronic dissemination of Corporate Communications, which means that both the English and Chinese versions of all future Corporate Communications will be available electronically on the Company’s website and the HKEX’s website, in place of printed copies.

**As a Non-registered Holder, if you wish to receive Actionable Corporate Communications *(Note 3)* from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) and provide your address or email address to your Intermediaries. If your email address provided is not functional, until such time that the functional email address is provided to the Intermediaries, the Company will send the Actionable Corporate Communications in printed form in the future.**

If you want to receive future Corporate Communications in printed form, please complete the enclosed reply form and return it to the Share Registrar or send an email to [esr.ecom@computershare.com.hk](mailto:esr.ecom@computershare.com.hk) specifying your name, address and request to receive Corporate Communications in printed form. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communications and have made an election, you are hereby requested to make an election again. **PLEASE NOTE THAT YOUR PREVIOUS ELECTION (IF APPLICABLE) WILL BE DISREGARDED.**

Should you have any queries relating to any of the above matters, please call the Share Registrar 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 [esr.ecom@computershare.com.hk](mailto:esr.ecom@computershare.com.hk).

For and on behalf of  
**ESR Group Limited**

- Note:
1. This notification letter is addressed to the non-registered holders of the shares of the Company, whose shares are held in Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this notification letter and the reply form enclosed.
  2. 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.
  3. Actionable Corporate Communications are any corporate communication that seeks instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holder.



## REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited  
(the "Share Registrar")  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wanchai, Hong Kong

致：香港中央證券登記有限公司  
(「股份過戶登記處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

## REMINDER 提示

As a Non-registered holder <sup>(Notes 1)</sup>, if you wish to receive Actionable Corporate Communications pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your address or email address to your Intermediaries.

作為非登記股份持有人 <sup>(附註 1)</sup>，如有意根據《上市規則》收取可供採取行動的公司通訊<sup>\*</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的地址或電子郵件地址。

## Request for Corporate Communications\*\* in printed form / 要求收取公司通訊\*\*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"):

上市公司（「公司」）名稱：

ESR Group Limited

Printed English version  
英文印刷本

Printed Chinese version  
中文印刷本

Both the printed English and Chinese versions  
英文及中文印刷本

Name(s) of Non-registered holder(s):

非登記股份持有人姓名：

Signature(s):

簽名：

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:

聯絡電話號碼：

Date:

日期：

## Notes 附註：

- "Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications.  
「非登記股份持有人」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向公司發出通知，表示欲收取公司通訊。
  - Please complete all your details clearly.  
請閣下清楚填寫所有資料。
  - Any Reply Form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.  
如在本回條未有在方格內劃上「✓」號，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, the Company does not accept any other instructions given on this Reply Form.  
為免存疑，在本回條上的任何額外指示，公司將不予處理。
- \* Actionable Corporate Communications refer to any corporate communications that seek instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the Company's securities holder.  
可供採取行動的公司通訊乃指任何涉及要求公司的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。
- \*\* Unless otherwise specified, Corporate Communications refer to any documents 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 the annual report, interim report, notice of meeting, circular and proxy form.  
除非另有註明，公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

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

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").  
本聲明中所指的「個人資料」與香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- (ii) Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications\*\*. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form.  
閣下於本回條所提供的個人資料將用於有關公司以電子方式發佈公司通訊\*\*的事宜上。閣下是自願向公司提供個人資料。若閣下未能提供足夠資料，公司可能無法處理閣下在本回條上所述的指示及/或要求。
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.  
公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、股份過戶登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- (iv) You have the right to request access to and/or correction of your Personal Data 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 mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).  
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶登記處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

## 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 Reply 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。