



# HENDERSON LAND DEVELOPMENT COMPANY LIMITED

恒基兆業地產有限公司

Incorporated in Hong Kong with limited liability

(Stock Code : 12)

25 April 2024

Dear Non-registered Shareholder<sup>1</sup>,

## **(1) Publication of Annual Report 2023, Circular in relation to proposals for general mandates and re-election of retiring directors, and notice of annual general meeting, and Proxy Form (collectively, the “AR 2023 and Related Documents”) and Sustainability Report 2023**

Please be informed that the AR 2023 and Related Documents of Henderson Land Development Company Limited (the “Company”) have now been published on the Company’s website and the HKEXnews website. You may click the link “Investor Information” on the home page of the Company’s website at [www.hld.com](http://www.hld.com) or browse the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) to access the AR 2023 and Related Documents. If you have opted to receive printed version of Corporate Communications<sup>2</sup>, please find enclosed printed copies of the AR 2023 and Related Documents for your reading.

The Sustainability Report 2023 is published in electronic form under “Sustainability” on the home page of the Company’s website and the HKEXnews website. If you wish to receive a printed copy of the Sustainability Report 2023, please make a specific request in writing to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Company’s Registrar”).

Please note that the annual general meeting of the Company will be held at the Four Seasons Grand Ballroom, Four Seasons Hotel, 8 Finance Street, Central, Hong Kong on Monday, 3 June 2024 at 11:30 a.m. The notice of the annual general meeting has also been published on the Company’s website and the HKEXnews website.

## **(2) Future Electronic Dissemination of Corporate Communications**

In support of environmental protection, the Company continues to promote electronic dissemination of Corporate Communications and offers you the following options to receive future Corporate Communications:

- (a) to read all future Corporate Communications on the Company’s website at [www.hld.com](http://www.hld.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) (the “Website Version”) instead of receiving printed copies and to receive a notification of publication of the relevant Website Version by email on the publication day; or
- (b) to receive printed copies of all future Corporate Communications, in English and/or Chinese version(s) (the “Printed Version”).

The Company recommends you to select reading the Website Version. **As a non-registered shareholder, if you opt to read the Website Version, 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 email address to your Intermediaries for receiving email notification.**

If you opt to receive or to continue to receive the Printed Version, please complete the enclosed Reply Form and return it to the Company’s Registrar. Your request for receiving the Printed Version will be valid until, whichever is earlier, such request is revoked in writing or the time when the Company publishes its next Annual Report in the following year.

The Reply Form or any request to be made to the Company’s Registrar (including the request for the Printed Version of the AR 2023 and Related Documents) as mentioned in this letter should be sent to Computershare Hong Kong Investor Services Limited either by post at the address below using the postage-prepaid mailing label provided or by email at the email address below.

### **Company’s Registrar contact details:**

Postal address : 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong  
Email address : [HendersonLand.ecom@computershare.com.hk](mailto:HendersonLand.ecom@computershare.com.hk)  
Telephone : (852) 2862 8555 (during business hours (9:00 a.m. to 6:00 p.m.),  
Monday to Friday, excluding Hong Kong public holidays)

Should you have any queries in relation to this letter, please call the enquiry hotline of the Company’s Registrar at (852) 2862 8555.

Yours faithfully,  
**Timon LIU Cheung Yuen**  
Company Secretary

### Notes:

1. This letter is addressed to Non-registered Shareholders (i.e. such person or company whose shares are held in the Central Clearing and Settlement System (CCASS) and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter.
2. Corporate Communications, in general, include (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, issued by the Company.
3. The Company is committed to its sustainability initiatives and the printed copies of Sustainability Reports will not be provided unless specific request in writing is made to the Company’s Registrar prior to its publication.



## REPLY FORM

**To: Henderson Land Development Company Limited (the "Company")**  
**(Stock Code: 12)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre, 183 Queen's Road East,  
 Wanchai, Hong Kong

### REMINDER

As a non-registered shareholder, if you opt to read all future Corporate Communications\* on the Company's website at [www.hld.com](http://www.hld.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk), 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 email address to your Intermediaries. The Company will notify you of the relevant publications on websites by email on the publication day.

### Request for Corporate Communications\* in printed form

I/we would like to receive printed copies of the following Corporate Communications in

English version    Chinese version    Both English and Chinese versions: (Please mark "✓" in the appropriate box(es))

- (a)  Annual Report 2023    Others (please specify): \_\_\_\_\_
- (b)  All future Corporate Communications<sup>2</sup>

Name of Non-registered shareholder(s)<sup>1</sup>: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Please use BLOCK letters)

Address: \_\_\_\_\_

Signature(s) : \_\_\_\_\_ Contact number : \_\_\_\_\_ Date : \_\_\_\_\_

#### Notes :

- This Reply Form is for use by Non-registered shareholders (i.e. such person or company whose shares are held in the Central Clearing and Settlement System (CCASS) and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).
- Your request for receiving printed copies of Corporate Communications will be valid until, whichever is earlier, such request is revoked in writing or the time when the Company publishes its next Annual Report in the following year. **The Company is committed to its sustainability initiatives and the printed copies of Sustainability Reports will not be provided unless specific request in writing is made to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Company's Registrar") prior to its publication.**
- Any Reply Form with no indicated choice or no signature or otherwise incorrectly completed will be void.
- For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.
- If you have any queries relating to the completion of this Reply Form, please call the Company's hotline on (852) 2862 8555 from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).

\* Corporate Communications, in general, include (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, issued by the Company.

### PERSONAL INFORMATION COLLECTION STATEMENT

- "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").
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions as to how you wish to receive future Corporate Communications.
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Company's Registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes.
- 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 and sent to the Hong Kong Privacy Officer of the Company's Registrar by post or by email to [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).
- Please refer to the Privacy Policy and Personal Information Collection Statement of the Company which is available on the website of the Company ([www.hld.com](http://www.hld.com)) for further details.

#### 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 out the mailing label and stick it on an envelope  
 to return this Reply Form to us.  
**No postage stamp is necessary**  
**if posted in Hong Kong.**

