CHINA OVERSEAS PROPERTY CHINA OVERSEAS PROPERTY HOLDINGS LIMITED

中海物業集團有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司) (Stock Code: 2669) (股份代號: 2669)

Date as postmarked

Dear Shareholder(s),

Letter to New Shareholders — Election of Means of Receipt of Corporate Communications

In order to protect the environment and reduce costs for the benefit of shareholders. China Overseas Property Holdings Limited (the "Company") offers to you to choose to receive its Corporate Communications^{Note} by electronic means through the Company's website at http://www.copl.com.hk (the "Electronic Communication Option").

If you wish to choose to receive the Company's Corporate Communications by the Electronic Communication Option, please complete **Part B** of the **Reply Form** and return it to the Company's Branch Share Registrar in Hong Kong, Tricor Investor Services Limited by email at *copl2669-ecom@hk.tricorglobal.com* or by post using the mailing label provided in the form.

If you elect the Electronic Communication Option and have specified your email address in **Part B** of the **Reply Form**, we will send you an email notification each time when new Corporate Communications are posted on the Company's website. In case you do not provide your email address, we will notify you by post instead.

Please note that you may change your choice of means of receipt of Corporate Communications at any time, free of charge, by giving reasonable prior notice, and completing Part B of the Reply Form and returning the same to the Company's Branch Share Registrar by way of facsimile, email or post. A Reply Form will be sent to you together with future notification letters or can be obtained from the Company's Branch Share Registrar.

Even if you have opted for the Electronic Communication Option and for any reason having difficulty in receiving or gaining access to the Corporate Communications, please notify the Company's Branch Share Registrar by completing the **Reply Form** for requesting Corporate Communications in printed form free of charge.

If you have any queries relating to this letter, please call our hotline at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully, For and on behalf of China Overseas Property Holdings Limited Xiao Xiao

Chairman and Non-executive Director

Note: Corporate Communications include any publication issued or to be issued by the Company for information or action of holders of any of its securities, including, but not limited to, directors' reports, annual accounts together with auditors' reports, interim reports, notices of meetings, circulars, proxy forms and any "corporate communications" as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

各位股東,

致新股東之函件 — 選擇收取公司通訊的方式

為支持環保及為股東利益而節省成本。中海物業集團有限公司(「本公司」) 謹請 閣下選擇透過本公司之網站 http://www.copl.com.hk以電子方式瀏覽公司通訊附註(「電子通訊選擇」)。

倘 閣下 欲 選 擇 透 過 電 子 通 訊 選 擇 收 取 本 公 司 的 公 司 通 訊,謹 請 閣 下 填 妥 回 條 乙 部,並 電 郵 至 copl2669-ecom@hk.tricorglobal.com或以回條內所提供的郵寄標籤寄回本公司香港股份過戶登記分處 — 卓佳證券登記有限公司。

如 閣下已選擇電子通訊選擇並已在**回條乙部**內註明 閣下之電郵地址,我們將會在每次刊載新公司通訊於本公司之網站時以電郵方式通知 閣下。倘若 閣下未有提供電郵地址,本公司將會改以郵寄方式知會 閣下。

請注意 閣下可透過作出合理事先通知。並填寫回條乙部及通過傳真、電郵或郵寄方式交回本公司股份過戶登記分處,以隨時更改收取公司通訊的方式、費用全免。回條將連同日後之通知函件寄發予 閣下或 閣下可向本公司股份過戶登記分處索取。

然而,倘 閣下已選取電子通訊選擇,卻因任何理由引致收取或接收公司通訊上出現困難,謹請透過填妥**回條**知會本公司股份過戶登記分處,以免費索取公司通訊的印刷本。

如 閣下對本函件有任何疑問,請於星期一至星期五(公眾假期除外)上午9時至下午5時,致電吾等熱線(852)29801333。

代表 中海物業集團有限公司 主席兼非執行董事 当当

日期如郵戳所示

附註: 公司通訊包括本公司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:董事會報告、年度賬目連同核數師報告、中期報告、會議通告、通函、委派代表書,以及任何香港聯合交易所有限公司證券上市規則內所指的「公司通訊」。

REPLY FORM 回條

То:	c/o T Leve 183	na Overseas Property Holdings Limited (the "Con Pricor Investor Services Limited el 22, Hopewell Centre Queen's Road East g Kong	npany")	致:	經卓 香港	佳語	登券 言大	團 登道樓	有限	 公司	·本 2]	公言	引」))	
Part . 甲部		To receive a printed form of the Annual Report for 收取2016年年報及通函(「有關文件」)之印刷本		cular	(the '	Docu	ımer	its"):							
		I/We would like to receive the Documents in printed form 本人/吾等希望收取有關文件的印刷本。													
Part 1	В —	To elect/change the means of receipt of future Corp I/We would like to receive your company's future Corpora									ox)				
乙部	_	選擇/更改日後收取公司通訊 ^{附註1} 之形式(請於本人/吾等欲以下列方式收取貴公司之日後公司		項適	當的	空格	內 加	上「~	′亅號)					
		in printed form in English only; or 只收取英文印刷本;或 in printed form in Chinese only; or 只收取中文印刷本;或 in printed form in both English and Chinese. 收取中英文印刷本。 by electronic means in lieu of in printed form. 以電子方式取代印刷本。 My/Our email address:													
		本人/吾等的電郵地址:	、 用發佈通知之 ——————	用)			·		n of	releas	e of	Cor	por	ate	
		Shareholder(s) in English (Please use BLOCK LETTERS) 文名稱(請以正楷填寫)	Name(s) of Shareholder(s) in Chinese 股東的中文名稱												
		ddress of Shareholder(s) 已地址													
Conta 聯絡		phone number													
Signat 簽署	ure(s)		Date: 日期:												
Notes: 附註:	1. 2. 3 4.	Corporate Communications include any publication issued or to be issue but not limited to, directors' reports, annual accounts together with a "corporate communications" as defined in the Rules Governing the Listit 公司通訊包括本公司發出或脖子發出以供其任何證券的持有連同核數師報告、中期報告、會議通告、通函、委派代表書,以 ff any shares are held in joint names, all joint holders OR the joint holde Reply Form in order for it to be valid. 如任何股份以聯名方式持有,則所有聯名持有人或名列本公司打論 Reply Form with no box ticked, with more than one box ticked, or 如末有在任何上述验當空格加上「✓」號,或在超過一個空格加Printed versions of all the Company's future Corporate Communications Such Corporate Communications Such Corporate Communications will also be available on the Company'本公司目後所有公司通訊的印刷本,可透過書面通知向本www.copl.com.hk。	uditors' reports, in ng of Securities on 人 多照或採取行以及任何香港聯行 whose name stand 司成員登記冊分片otherwise incorrect s will be available f s will be available f	nterim r The Sto 動的任 動交易」 ds first c 計 的首 ly comp from the	eports, ck Exch 何有限 可有限 n the C 名職 是ted wi Compa	notices lange o : ,其言 公司 ompan 持有少 K不正 nv or it	s of m f Hong 中包 是 子 y's bra	eetings, g Kong li 但不同 市規則 nch reg 本回條 t the dis	circul Limite 良於所 ster of 上簽 cretio 日 Regi	ars, pro d. 董事的「 member 来,f the strar on	xy for 報告 公司 公司 公司 公司 公司 公司 公司 公司 公司 公司 公司 公司 公司	rms 、年訊 wld wany. fin	and 度。 sign 作writ	any 長目 this	
	5.	www.cop.com.m。 For the avoidance of doubt, no additional instructions (other than those i 為免存疑,任何在本回條寫上的額外指示(本回條上所印列之:	mprinted herein) w 指示除外)將不予	ritten or 處理。	this Re	ply Fo	rm wil	l be pro	cessed						

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

No postage stamp necessary if posted in Hong Kon

No postage stamp necessary if posted in Hong Kong. Otherwise, please affix an appropriate stamp.

閣下寄回此回條時,請將郵寄標籤剪貼於信封上。 如在本港投寄毋須貼上郵票。否則請貼上適當的郵票。 Mailing Label 郵寄標籤

Tricor Investor Services Limited 卓佳證券登記有限公司 Freepost No: 37 簡便回郵號碼 Hong Kong 香港