



恒基兆業地產有限公司  
HENDERSON LAND DEVELOPMENT COMPANY LIMITED  
於香港註冊成立之有限公司  
(股份代號：12)

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## NOTIFICATION LETTER 通知信函

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25 April 2017

Dear Non-registered holder(s) <sup>(Note)</sup>,

**Henderson Land Development Company Limited (the “Company”)  
2016 Annual Report (“AR”), Circular in relation to proposals for issue of bonus shares, general mandates and re-election of retiring directors (“Circular”), 2016 Sustainability and CSR Report (“Report”) and the Proxy Form (collectively “Current Corporate Communications”)**

Please be informed that the English and Chinese versions of the Company’s Current Corporate Communications are available on the Company’s website at [www.hld.com](http://www.hld.com) and the HKEXnews’ website at [www.hkexnews.hk](http://www.hkexnews.hk). You may click the links “Investor Information” and “CSR” to access the Current Corporate Communications on the home page of the Company’s website or browsing through the HKEXnews’ website.

If you want to receive the printed version of the Current Corporate Communications or any future corporate communications, please complete the **Request Form** on the reverse side and return it to the Company’s Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong by using the provided postage-prepaid mailing label of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp).

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, 5 June 2017 at 11:30 a.m.

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

*Note: This letter is addressed to Non-registered holders (“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 to receive corporate communications issued by the Company). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.*

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各位非登記持有人 <sup>(附註)</sup>：

恒基兆業地產有限公司（「本公司」）

2016 年年報（「年報」）、建議有關派送紅股、一般授權及重選退任董事之通函（「通函」）、2016 可持續發展及企業社會責任報告（「報告」）及代表委任書（統稱「本次公司通訊」）

謹通知 閣下本公司的本次公司通訊的中、英文版本已上載於本公司網站([www.hld.com](http://www.hld.com))及香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))。閣下可在本公司網站主頁按「投資者資訊」及「企業社會責任」之連結，以閱覽本次公司通訊或在香港交易所披露易網站瀏覽有關文件。

如 閣下欲收取本次公司通訊或日後公司通訊之印刷本，請填妥在本函背面的**申請表格**，並使用提供之已預付郵費之郵寄標籤寄回本公司股份登記及過戶處香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。

請注意，本公司謹訂於二零一七年六月五日（星期一）上午十一時三十分假座香港中環金融街 8 號四季酒店四季大禮堂召開股東週年大會。

公司秘書  
廖祥源 謹啟

二零一七年四月二十五日

附註：此函件乃向本公司之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊）發出。如 閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面之申請表格。

**HLLH-25042017-1(0)**

## Request Form 申請表格

**To: Henderson Land Development Company Limited (the "Company")** 致: **恒基兆業地產有限公司 (「本公司」)**  
**(Stock Code: 12)** **(股份代號: 12)**  
 c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司  
 17M Floor, Hopewell Centre, 183 Queen's Road East, 香港灣仔皇后大道東 183 號  
 Wanchai, Hong Kong 合和中心 17M 樓

I/We would like to receive the Corporate Communications\* of the Company ("Corporate Communications") in the manner as indicated below:  
 本人/我們希望以下列方式收取 貴公司之公司通訊\* (「公司通訊」):  
 (Please mark **ONLY ONE (X)** of the following boxes)  
 (請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- receive the **printed English version** of Corporate Communications **ONLY**; **OR**  
 僅收取公司通訊之**英文印刷本**; 或
- receive the **printed Chinese version** of Corporate Communications **ONLY**; **OR**  
 僅收取公司通訊之**中文印刷本**; 或
- receive **both printed English and Chinese versions** of Corporate Communications.  
 同時收取公司通訊之**英文及中文印刷本**。

Signature(s):  
 簽署: \_\_\_\_\_

Date:  
 日期: \_\_\_\_\_

Name(s) of Non-registered holder(s) in English  
 (Please use **BLOCK LETTERS**)  
 非登記持有人的英文名稱 (請以大楷書寫)

Name(s) of Non-registered holder(s) in Chinese  
 非登記持有人的中文名稱

Non-registered holder(s) registered address  
 非登記持有人的登記地址

Contact Telephone Number  
 聯絡電話

## Notes 附註:

- This letter is addressed to Non-registered holders ("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 to receive Corporate Communications).  
 此函件乃向本公司之非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司, 透過香港中央結算有限公司不時向本公司發出通知, 希望收到公司通訊)發出。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
 如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- The above instruction will apply to the Corporate Communications to be sent to you until you notify to the Company's Registrar, Computershare Hong Kong Investor Services Limited (the "Company's Registrar") to the contrary or unless you have at anytime ceased to have holdings in the Company.  
 上述指示適用於發送予閣下之所有公司通訊, 直至閣下通知本公司股份登記及過戶處香港中央證券登記有限公司(「股份登記及過戶處」)另外之安排或任何時候停止持有本公司的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this Request Form.  
 為免存疑, 任何在本申請表格上的額外指示, 本公司將不予處理。

\* Corporation Communications include but not limited to (a) the annual report (containing 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) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
 公司通訊包括但不局限於: (a) 年報(包含董事局報告、年度賬目連同核數師報告)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) 會議通告; (d) 上市文件; (e) 通函; 及(f) 代表委任書。

## 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」具有香港法例第四百八十六條個人資料(私隱)條例(「私隱條例」)中「個人資料」的涵義。

(ii) 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.  
 閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料, 本公司可能無法處理閣下之指示。

(iii) 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.  
 本公司可就任何所說明的用途, 將閣下的個人資料披露或轉移給本公司的附屬公司、股份登記及過戶處、及/或其他公司或團體, 並將在此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 and sent to the Personal Data Privacy Officer of the Company's Registrar by post or by email to hkinfo@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/或修改閣下個人資料的要求均須以書面方式郵寄至股份登記及過戶處的個人資料私隱主任或電郵至hkinfo@computershare.com.hk。

This form is made in English and Chinese. In case of any inconsistency, the English version shall prevail.  
 本表格以英文及中文發出。中英文版本內容如有任何不相符, 概以英文版本為準。

## 郵寄標籤 MAILING LABEL

閣下寄回此申請表格時, 請將郵寄標籤剪貼於信封上。  
**如在本港投寄毋須貼上郵票。**  
 Please cut the mailing label and stick this on the envelope  
 to return this Request Form to us.  
**No postage stamp necessary if posted in Hong Kong.**

香港中央證券登記有限公司  
 Computershare Hong Kong Investor Services Limited  
 簡便回郵號碼 Freepost No. 37  
 香港 Hong Kong