REPLY FORM 回條

To: **Sun Hung Kai & Co. Limited (the "Company")**
(Stock Code: 86)
c/o Tricor Secretaries Limited
17/F, Far East Finance Centre
16 Harcourt Road
Hong Kong

致： **新鴻基有限公司(「公司」)**
(股份代號：86)
經卓佳秘書商務有限公司
香港夏慤道16號
遠東金融中心17樓

I/We would like to receive all future Corporate Communications# from the Company in the manner indicated below:
本人／我們欲以下列方式收取公司所有日後的公司通訊#：

(Please mark "X" in ONLY ONE of the following boxes請從下列選擇中，僅在其中一個空格內劃上「X」號)

☐ in electronic form on the Company's website and by receiving notification by email to the email address below when each Corporate Communication is made available on the Company's website; OR
收取於公司網站登載的電子版本，並在每次於公司網站登載公司通訊時收取發送至以下電郵地址的電郵通知；或

Email Address
電郵地址

(The Company will send to the email address provided above (if any) a notification of the availability of each Corporate Communication on the Company's website. If no email address is provided by a shareholder, a letter will be sent to the shareholder notifying the shareholder of the availability of each Corporate Communication on the Company's website. Please provide the email address in capital letters in English. The email address will be used only for notification of release of Corporate Communications.)(每次本公司網站登載公司通訊時，本公司將發送電郵通知至以上提供的電郵地址(如有)。如股東未有提供電郵地址，則將於每次本公司網站登載公司通訊時向該股東發出通知函件。請以英文正楷填寫電郵地址，以上電郵地址僅供用作通知公司通訊的發佈。)

☐ in printed form **in the English language only**; OR
僅收取**英文印刷本**；或

☐ in printed form **in the Chinese language only**; OR
僅收取**中文印刷本**；或

☐ in printed form **both in the English language and in the Chinese language**.
同時收取**英文及中文印刷本**。

Signature簽名 _____ **Date日期** _____

Name姓名 _____ **Contact telephone number聯絡電話號碼** _____

Notes附註：

1. Please complete all your details clearly.請 閣下清楚填妥所有資料。
2. 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 this Reply Form in order for it to be valid.如屬聯名股東，則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
3. Any form with more than one box marked "X", with no box marked "X", with no signature or otherwise incorrectly completed will be void.如在回條作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本回條將會作廢。
4. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.為免存疑，任何在本回條上的額外手寫指示，本公司將不予處理。
5. If the Company does not receive this Reply Form or receive a response from you by 4 January 2023, you are deemed to have elected the electronic version of all future Corporate Communications, and a notification of the posting of Corporate Communications on the Company's website and the website of The Stock Exchange of Hong Kong Limited will be sent to you by post to your address as it appears on the Company's register of members or by email to your email address as indicated above, if any.倘若本公司於二零二三年一月四日仍未收到 閣下的回條或 閣下的回覆， 閣下將被視作選擇所有日後刊發之公司通訊的網上版本。本公司將根據本公司股東名冊上所顯示的地址郵寄或發送電郵至以上所提供的電郵地址(如有)通知 閣下有關公司通訊已登載於本公司網站及香港聯合交易所有限公司網站。
6. The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you send a request to change your choice of language and/or means of receipt of Corporate Communications by reasonable notice in writing by mail to the Company c/o the Company's share registrar, Tricor Secretaries Limited, 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to the Company's share registrar at shk86-ecom@hk.tricorglobal.com.上述指示適用於寄發予本公司股東之所有日後刊發之公司通訊，直至 閣下透過本公司股份過戶登記處，卓佳秘書商務有限公司，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shk86-ecom@hk.tricorglobal.com 予本公司股份過戶登記處向本公司遞交合理書面通知，要求更改 閣下收取公司通訊之語言及／或方式的選擇。

\# *Corporate Communications refers to any documents issued by the Company to holders of its securities for their information or action, including (but not limited to) the directors' report and annual accounts together with a copy of the auditors' report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.公司通訊乃本公司向其證券持有人發出以供參照或採取行動的任何文件，包括但不限於董事會報告、年度財務報告連同核數師報告、中期財務報告、會議通告、上市文件、通函及代表委任表格。*

PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"), which may include but not limited to your name, mailing address, telephone number, e-mail address, and/or your choice. The supply of your personal data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form. Your Personal Data will not be transferred to any third parties (other than the Company's share registrar) unless it is a requirement to so do by law and will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or correct your Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing to the Company/the Privacy Compliance Officer of Tricor Secretaries Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

收集個人資料聲明

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」的涵意相同，當中可能包括但不限於 閣下的姓名、郵寄地址、電話號碼、電郵地址、及／或閣下之選擇。 閣下是自願向本公司提供個人資料，該等資料用以處理 閣下在本表格上所述的指示及／或要求。除非按法例規定，否則 閣下的個人資料將不會轉交第三方(本公司股份過戶登記處除外)及將在適當期間保留作核實及紀錄用途。 閣下有權根據《私隱條例》的條文要求查閱及／或修改 閣下的個人資料。任何該等要求均須以書面向本公司／卓佳秘書商務有限公司(地址為香港夏慤道16號遠東金融中心17樓)的私穩條例事務主任提出。

✂----------

Please cut the mailing label and stick it on the envelope in order to return this Change Request Form to us.
No postage stamp necessary if posted in Hong Kong.

閣下寄回此變更申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄毋須貼上郵票。

MAILING LABEL 郵寄標籤

Tricor Secretaries Limited
卓佳秘書商務有限公司
Freepost No.簡便回郵號碼: 10 GPO
Hong Kong香港

✂