



# 新鴻基有限公司

## SUN HUNG KAI & CO. LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code: 86)

(股份代號：86)

### NOTIFICATION LETTER 通知信函

11 April 2025

Dear Shareholder,

Sun Hung Kai & Co. Limited (the “Company”)

– **Notice of Publication of Annual Report 2024, Circular, Notice of Annual General Meeting and Proxy Form (the “Current Corporate Communications”)**

The English and Chinese versions of the Current Corporate Communications are available on the Company’s website at [www.shkco.com](http://www.shkco.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk). If you have elected to receive corporate communications<sup>#</sup> in printed form, the printed form (or forms) of the Current Corporate Communications is (or are) enclosed.

If you would like (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form (other than Actionable Corporate Communications<sup>\*</sup>) on the Company’s website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form, please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand to the Company c/o the Company’s registrar (the “Registrar”), Tricor Investor Services Limited of 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp.

If you have elected (or are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Company’s website and for any reason have difficulty in obtaining access to corporate communications on the Company’s website, the Company will upon request send the Current Corporate Communications to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (sent to the Registrar at the above address or by email at [shk86-ecom@vistra.com](mailto:shk86-ecom@vistra.com)) elect (i) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form) or (ii) to change the language in which you receive corporate communications in printed form.

Please be reminded that the Company’s 2025 annual general meeting will be held at Century Room I-II, Basement 2, Novotel Century Hong Kong, 238 Jaffe Road, Wanchai, Hong Kong on Tuesday, 27 May 2025 at 10:00 a.m.

Should you have any questions in relation to this letter, please call the Company’s hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board  
**SUN HUNG KAI & CO. LIMITED**  
Lee Sze Wai  
Company Secretary

\* Corporate Communications refer to any documents issued or to be 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.

\* Actionable Corporate Communications refer to any corporate communication that seeks instruction from the Company’s securities holders on how they wish to exercise their rights or make an election as securities holders. For the avoidance of doubt, Actionable Corporate Communications do not include notices of general meetings and proxy forms. Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the Hong Kong Companies Ordinance, the Company will send the printed form of Actionable Corporate Communications to its securities holders individually.

各位股東：

新鴻基有限公司（「本公司」）

– **2024年年報、通函、股東週年大會通告及代表委任表格（「是次公司通訊」）之發佈通知**

是次公司通訊之中，英文版本已上載於本公司網站([www.shkco.com](http://www.shkco.com))及香港聯合交易所有限公司披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎查閱。如閣下已選擇收取公司通訊<sup>#</sup>之印刷本，是次公司通訊隨本函附上。

如閣下欲(i)收取本公司日後的公司通訊之印刷本，以取代於本公司網站登載的電子版本（或收取於本公司網站登載的公司通訊電子版本（可供採取行動的公司通訊除外），以取代印刷本）或(ii)更改所收取的公司通訊印刷本的語言版本，請閣下填妥在本函背面的變更申請表格，並在變更申請表格上簽名，然後寄回或親自交回本公司之過戶登記處卓佳證券登記有限公司（「過戶登記處」），地址為香港夏慤道16號遠東金融中心17樓。倘若閣下在香港投寄，可使用變更申請表格內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。

如閣下已選擇（或被視為已同意）收取於本公司網站登載的是次公司通訊電子版本，惟因故在本公司網站查閱公司通訊上出現困難，只要閣下提出要求，本公司將盡快寄上所需要的是次公司通訊的印刷本，費用全免。

閣下可以隨時透過過戶登記處以書面（寄送至過戶登記處上述地址或透過電郵至[shk86-ecom@vistra.com](mailto:shk86-ecom@vistra.com)）通知本公司，選擇(i)收取本公司將來的公司通訊之印刷本，以取代於本公司網站登載的電子版本（或收取於本公司網站登載的公司通訊電子版本，以取代印刷本）或(ii)更改所收取的公司通訊印刷本的語言版本。

請注意，本公司的2025年股東週年大會將於2025年5月27日（星期二）上午10時正在香港灣仔謝斐道238號香港諾富特世紀酒店B2層世紀宴會廳I-II舉行。

閣下如對本函內容有任何疑問，請於辦公時間內致電本公司電話熱線(852) 2980 1333，辦公時間為星期一至星期五（公眾假期除外）上午9時正至下午5時正。

承董事會命  
新鴻基有限公司  
公司秘書  
李斯維

2025年4月11日

\* 公司通訊乃本公司向其證券持有人已發出或將予發出以供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、上市文件、通函及代表委任表格。

\* 可供採取行動的公司通訊指任何涉及要求本公司的證券持有人指示其擬如何行使其證券持有人的權利或作出選擇的公司通訊。為免生疑問，可供採取行動的公司通訊並不包括股東大會的通告及代表委任表格。根據香港聯合交易所有限公司證券上市規則及香港公司條例，本公司將向其證券持有人個別地寄發可供採取行動的公司通訊印刷本。

## CHANGE REQUEST FORM 變更申請表格

致： 新鴻基有限公司 (「公司」)  
(股份代號：86)  
經卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

Part A	I/We would like to receive the Current Corporate Communications in printed form in the manner indicated below:
甲部	本人／我們現欲以下列方式收取是次公司通訊之印刷本：

☐ I/We would like to receive the Current Corporate Communications **in the English language only**; OR  
本人／我們現欲收取是次公司通訊之**英文本**；或

☐ I/We would like to receive the Current Corporate Communications **in the Chinese language only**; OR  
本人／我們現欲收取是次公司通訊之**中文本**；或

☐ I/We would like to receive the Current Corporate Communications **in both the English language and the Chinese language**.  
本人／我們現欲收取是次公司通訊之**英文和中文本**。

(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)

**Email Address**  
電郵地址

[illegible]

☐ 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。

Date 日期

Contact telephone number 聯絡電話號碼

2. Please complete all your details correctly. 請填妥所有資料。

3. The shareholders who hold the shares in the company should sign the Change Request Form in the register of members of the company in respect of the joint holding should sign this Change Request Form in order for it to be valid. 如屬聯名股東，則本變更申請須由該名於本公司股東名冊上就聯名持有股份姓名列於首位的股東簽署，方為有效。

4. Any form with more than one box marked "X" in Part A or Part B, with no box marked "X", with no signature or otherwise incorrectly completed will be invalid. Invalid or illegible email address provided above may result in non-delivery to you of email notifications in relation to publication of Corporate Communications on the Company's website. 如在表格甲部或乙部作出超過一項選擇，或未有作出選擇，或未有簽署，或在其他方面填寫不正確，則表格將會作廢。於上文提供之有效或難以辨認的電郵地址可能導致無法向閣下發送有關本公司網站上發佈公司通訊的電郵通知。

5. For the avoidance of doubt, we do not accept any special instructions written into this Change Request Form. 為免存疑，任何在本變更申請表上的額外手寫指示，本公司將不予處理。

6. Please note that English and Chinese versions of all the company's corporate communications which have been sent to shareholders in the past 12 months are available on the Company's website ([www.shkco.com](http://www.shkco.com)) for five years from the date of first publication. 本公司備有於過去12個月曾寄發予股東的公司通訊的中文、英文原印副本，可供索取。所有公司通訊（中文原印副本亦由登載日期起計，持續三年載於本公司網站（[www.shkco.com](http://www.shkco.com)）上）。

7. Corporate Communications refer to any documents issued or to be 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. 公司通訊乃公司向其證券持有人已發出或將予發出以供參考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、上市文件、函函及代表委任表格。

8. Actionable Corporate Communications refer to any corporate communication that seeks instruction from the Company's securities holders on how they wish to exercise their rights or make an election as securities holders. For the avoidance of doubt, the Company's Corporate Communications include the Listing of Securities on the Stock Exchange of Hong Kong Limited and the Hong Kong Companies Ordinance. The Company will send the printed form of Actionable Corporate Communications to its securities holders individually. 可供採取行動的公司通訊須涉及要求本公司之證券持有人指示其如何行使其權利或作出選擇的公司通訊，為免生疑，可供採取行動的公司通訊並不包括股東大會通告及代表委任表格。根據香港證券交易所所有公開證券上市規則及香港公司條例，本公司須向其證券持有人個別地寄發可供採取行動的公司通訊印副本。

"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 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's Privacy Compliance Officer of Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

本章程中所指的「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，該等資料會用以處理 閣下在本表格上所指示及／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(「處理」個人資料)及將會在適當期間保留作核實及記錄用途。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。任何該等要求必須以書面向本公司，以作證券登記有限公司(地址為香港夏慤道16號壹金金融中心17樓)的私隱保護事務主任提出。

Mailing Label 郵寄標籤

Tricor Investor Services Limited  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港

