



瑞安房地產  
SHUI ON LAND

**Shui On Land Limited**  
**瑞安房地產有限公司\***  
*(Incorporated in the Cayman Islands with limited liability)*  
(Stock Code : 272)

22 April 2022

Dear Shareholders,

**Election of Means of Receipt and Language of Corporate Communication**

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and/or the articles of association of Shui On Land Limited (the "Company"), we are writing to seek your election in relation to the following matters regarding the corporate communication of the Company (the "Corporate Communication") to be dispatched in the future.

Corporate Communication means any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's 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.

You may choose:

- (1) to read the future Corporate Communication published on the Company's website at [www.shuionland.com](http://www.shuionland.com) (the "Website Version") in place of receiving printed copies, and receive a printed notification letter of the publication of the Corporate Communication on the Company's website; or
- (2) to receive the printed English version of all future Corporate Communication only; or
- (3) to receive the printed Chinese version of all future Corporate Communication only; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communication.

For the purpose of environmental protection and cost saving, we recommend you to select the Website Version. To make your election, please mark (X) in the appropriate box on the enclosed Reply Form and sign and return it to the Company's branch share registrar in Hong Kong, Computershare Hong Kong Investor Services Limited (the "Company's Branch Share Registrar"), using the mailing label at the bottom of the Reply Form (a stamp is not needed if posted in Hong Kong). The address of the Company's Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

**If the Company does not receive the enclosed Reply Form or receive a response indicating an objection from you by 20 May 2022 and until you inform the Company c/o the Company's Branch Share Registrar of your preference by giving reasonable prior notice in writing or sending a notice by email to the Company's email address at [sol.ecom@shuion.com.cn](mailto:sol.ecom@shuion.com.cn) according to the relevant laws and regulations, you will be deemed to have consented to receiving the Website Version and only a printed notification letter of the publication of the Corporate Communication on the Company's website will be sent to you in the future.**

You have the right at any time by giving reasonable prior notice in writing to the Company c/o the Company's Branch Share Registrar to change the choice of means of receipt and/or language of the future Corporate Communication. You may also send such notice by email to the Company's email address at [sol.ecom@shuion.com.cn](mailto:sol.ecom@shuion.com.cn). Even if you have chosen (or are deemed to have consented) to receive the Website Version but for any reason have difficulty in receiving or gaining access to the Corporate Communication, the Company will upon your request send the Corporate Communication to you in printed form free of charge as soon as possible.

Please note that the English and Chinese versions of all future Corporate Communication will be available on the Company's website at [www.shuionland.com](http://www.shuionland.com) and on the website of Hong Kong Exchanges and Clearing Limited (HKExnews) at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries in relation to this letter, please contact the Company's Branch Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays).

Yours faithfully,  
For and on behalf of  
**Shui On Land Limited**  
**UY Kim Lun**  
Company Secretary

\* For identification purpose only



## Reply Form 回條

To: **Shui On Land Limited (the "Company")**  
(Stock Code: 272)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East,  
Wanchai, Hong Kong

致: **瑞安房地產有限公司\*\*("本公司"或"貴公司")**  
(股份代號: 272)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive the Corporate Communication\* of the Company ("Corporate Communication") 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)

- to read all the future Corporate Communication published on the Company's website (the "Website Version") in place of receiving printed copies, and receive a printed notification letter of the publication of the Corporate Communication on the Company's website; **OR**  
瀏覽在本公司網站登載之所有日後公司通訊("網上版本"), 以代替收取印刷本, 並收取公司通訊已在本公司網站登載之通知信函印刷本; 或
- to receive the **printed English version** of all future Corporate Communication **ONLY**; **OR**  
僅收取所有日後公司通訊之英文印刷本; 或
- to receive the **printed Chinese version** of all future Corporate Communication **ONLY**; **OR**  
僅收取所有日後公司通訊之中文印刷本; 或
- to receive both the **printed English and Chinese versions** of all future Corporate Communication.  
同時收取所有日後公司通訊之英文及中文印刷本。

Contact telephone number  
聯絡電話號碼

Signature  
簽名

Date  
日期

### Notes 附註:

- If the Company does not receive this Reply Form or receive a response indicating an objection from you by 20 May 2022, you will be deemed to have consented to receiving the Website Version of all future Corporate Communication, all future Corporate Communication will be sent out in the manner specified in the Company's letter dated 22 April 2022 and we will send you a printed notification letter of the publication of the Corporate Communication on the Company's website in the future. 倘若本公司於 2022 年 5 月 20 日仍未收到 閣下的回條或表示反對的回覆, 閣下將被視為已同意收取所有日後公司通訊之網上版本, 而本公司將按 2022 年 4 月 22 日之本公司函件內所述之方式只向 閣下寄發公司通訊已在本公司網頁登載之通知信函印刷本。
- Shareholders are entitled to change the choice of means of receipt and/or language of the Corporate Communication at any time by giving reasonable prior notice in writing to the Company c/o the Company's Branch Share Registrar or sending such notice by email to the Company's email address at [sol.ecom@shuon.com.cn](mailto:sol.ecom@shuon.com.cn). 股東有權隨時發出合理之事先書面通知予本公司之股份過戶登記分處或以電郵方式將該通知電郵到本公司電郵地址 [sol.ecom@shuon.com.cn](mailto:sol.ecom@shuon.com.cn), 要求更改收取公司通訊之方式及/或語言版本。
- By selection to access the Website Version in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communication in printed form. 在選擇瀏覽網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
- 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 on this Reply Form in order 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。
- 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。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined under the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). The supply of your Personal Data is on a voluntary basis for the purpose of verifying and recording your choice of language and means of receipt of corporate communications of the Company and the delivery of those corporate communications. We may transfer or disclose your Personal Data to the Company's Branch Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so 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 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 by either of the following means:

本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料(私隱)條例》(「私隱條例」)中「個人資料」的涵義。閣下是自願提供個人資料以用於核實及記錄閣下收取本公司公司通訊的語言版本和收取方式的選擇, 以及傳送公司通訊。我們可就上述用途將閣下的個人資料轉移或披露給本公司股份過戶登記分處及/或其他公司或團體, 或按法例規定作出轉移或披露, 並將在適當期間內保留該等個人資料作核實及記錄用途。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。任何相關查閱及/或修改個人資料之要求均須以書面方式透過以下途徑提出:

By mail to 郵寄至: Personal Data Privacy Officer 個人資料私隱主任  
Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong 香港灣仔皇后大道東 183 號合和中心 17M 樓  
By email to 電郵至: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

\* Corporate Communication means any document(s) issued or to be issued by the Company for your information or action, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's 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. 公司通訊包括本公司刊發或將予刊發以供 閣下參照或採取行動的任何文件, 其中包括但不限於: (a) 董事會報告、年度財務報表連同核數師報告及(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) 委任代表表格。

\*\* For identification purpose only  
僅供識別

SONH-22042022-1(0)

### 郵寄標籤 MAILING LABEL

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

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

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)