



恒基兆業地產有限公司  
HENDERSON LAND DEVELOPMENT COMPANY LIMITED

Incorporated in Hong Kong with limited liability  
(Stock Code : 12)

**REQUEST FORM FOR NON-REGISTERED SHAREHOLDERS**

**To: Henderson Land Development Company Limited (the “Company”)**  
**(Stock Code: 12)**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen’s Road East,  
Wanchai, Hong Kong

**REMINDER**

As a non-registered shareholder<sup>1</sup>, if you opt to read future Corporate Communications\* on the Company’s website at [www.hld.com](http://www.hld.com) or the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk), you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries. The Company will notify you of the relevant publications on websites by email on the publication day.

**Request for Corporate Communications\* in printed form (Please mark “✓” in the appropriate box(es))**

I/we would like to receive printed copies of the following Corporate Communications in

English version       Chinese version       Both English and Chinese versions:

(a) The latest published version of     Annual Report     Interim Report

(b)  Others (please specify): \_\_\_\_\_

(c)  Future Corporate Communications<sup>2</sup>

Name of Non-registered shareholder(s): \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Please use BLOCK letters)

Address: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Contact number: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

1. This Request Form is for use by Non-registered shareholders (i.e. such person or company whose shares are held in the Central Clearing and Settlement System (CCASS) and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).
2. Your request for receiving printed copies of Corporate Communications will be valid until such request is revoked in writing or for one year from the date of receiving your instruction (whichever is earlier). The Company is committed to its sustainability initiatives and the printed copies of Sustainability Reports will not be provided unless specific request in writing is made to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Company’s Registrar”) prior to its publication.
3. Any Request Form with no indicated choice or no signature or otherwise incorrectly completed will be void.
4. For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
5. If you have any queries relating to the completion of this Request Form, please call the Company’s hotline on (852) 2862 8555 from 9:00 a.m. to 6:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).

\* Corporate Communications, in general, include (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, issued by the Company.

**PERSONAL INFORMATION COLLECTION STATEMENT**

- (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”).
- (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 as to how you wish to receive future Corporate Communications.
- (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 will be retained for such period as may be necessary for verification and record purposes.
- (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 Hong Kong Privacy Officer of the Company’s Registrar by post or by email to [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).
- (v) Please refer to the Privacy Policy and Personal Information Collection Statement of the Company which is available on the website of the Company ([www.hld.com](http://www.hld.com)) for further details.

Mailing Label 郵寄標籤

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

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

