CCS2981 SPRH

Reply Form 回條

To: **Swire Properties Limited ("the Company")**
(Stock Code: 1972)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wanchai, Hong Kong

致： **太古地產有限公司（「公司」）**
（股份代號：1972）
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 corporate communications[#] from the Company in the manner indicated below:
本人／我們欲以下列方式收取公司之公司通訊[#]（「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 a **notification letter** when each corporate communication is made available on the Company's website; **OR**
收取於公司網站登載的**電子本**，並在每次於公司網站登載公司通訊時收取**通知信函**；**或**

☐ 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; OR**
同時收取**英文及中文印刷本；或**

☐ in **electronic form** on the Company's website and by receiving **notification by email** to the address below when each corporate communication is made available on the Company's website.
收取於公司網站登載的**電子本**，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**。

Email Address
電郵地址

(The Company will send to the email address provided above (if any) a notification of the availability of the Corporate Communication on the Company's website in the future. If no email address is provided, only a notification letter of the publication of the Corporate Communication on the Company's website will be sent. Please provide the email address in English Capital Letters and the email address is used for notification of release of Corporate Communication only)
（本公司日後會在公司通訊於本公司網站發佈時發出通知至以上提供之電郵地址（如有）。如未有提供電郵地址，則會發出公司通訊已在網上刊發的通知信函予　閣下。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已發佈。）

Signature(s)
簽名

Contact telephone number
聯絡電話號碼

Date
日期

Notes 附註：

1. Please complete all your details clearly.
   請　閣下清楚填妥所有資料。
2. If the Company does not receive this duly completed and signed Reply Form from you (or another response from you indicating that you object to receiving corporate communications in electronic form on the Company's website) on or before 7 May 2018, you will be deemed to have elected to receive all corporate communications in electronic form on the Company's website instead of receiving them in printed form. All future corporate communications will be sent out in the manner specified in the Company's letter dated 6 April 2018.
   倘若公司於 2018 年 5 月 7 日或之前尚未收到　閣下已適當地填妥並簽署的回條（或表示反對以電子方式於公司網站收取公司通訊的的回覆），　閣下將被視為已同意只透過公司網站收取將來的公司通訊電子本以代替收取印刷本。公司將按 2018 年 4 月 6 日之公司函件內所述之方式向　閣下發出所有將來的公司通訊。
3. By electing to receive corporate communications in electronic form on the Company's website instead of receiving them in printed form, you have expressly agreed that they may be sent or supplied to you by being made available on the Company's website and have expressly waived the right to receive them in printed form.
   在選擇透過公司網站收取公司通訊電子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。
4. 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，則本回條應由該聯名股東於公司股東名冊上名列首位者簽署，方為有效。
5. The above instruction will apply to all future corporate communications sent to you unless and until you notify the Company otherwise by reasonable notice in writing to the Company c/o the Company's share registrar in Hong Kong (the "Hong Kong Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to swireproperties.ecom@computershare.com.hk.
   上述指示適用於將來向　閣下發出之所有公司通訊，直至　閣下向公司發出合理時間的書面通知予公司之香港證券登記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 樓或以電郵方式發送至 swireproperties.ecom@computershare.com.hk 另作選擇為止。
6. Shareholders may at any time by reasonable notice in writing to the Company (sent to the Company's Hong Kong Share Registrar at the above address or by email to swireproperties.ecom@computershare.com.hk) elect (i) to receive future corporate communications 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 they receive corporate communications in printed form.
   股東可以隨時以合理時間的書面通知（於上述地址）或以電郵方式發送至 swireproperties.ecom@computershare.com.hk 通知公司之香港證券登記處，選擇(i)收取公司將來的公司通訊之印刷本，以取代於公司網站登載的電子本（或收取於公司網站登載的公司通訊電子本，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。
7. 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書寫指示，公司將不予處理。

#Corporate communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim financial reports (and all reports and accounts contained in them), notices of meetings, listing documents, circulars and forms of proxy.
公司通訊乃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，包括但不限於年度和中期財務報告及其摘要報告（及其中包含的所有報告及帳目）、會議通告、上市文件、通函及委任代表表格。

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郵寄標籤 MAILING LABEL

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 in order to return this Reply 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

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