

#### **SWIRE PROPERTIES LIMITED**

# 太古地產有限公司

(Incorporated in Hong Kong with limited liability)
(Stock Code: 1972)

## NOTIFICATION LETTER 通知信函

6 April 2018

Dear Shareholder,

Swire Properties Limited (the "Company")

Notice of Publication of Annual Report 2017, Circular, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communication")

English and Chinese versions of the Current Corporate Communication are available on, and may be accessed under the Investor Relations section of the Company's website at <a href="www.swireproperties.com">www.swireproperties.com</a> and are also available on the website of The Stock Exchange of Hong Kong Limited at <a href="www.hkexnews.hk">www.hkexnews.hk</a>. If you have elected to receive corporate communications in printed form, the printed form (or forms) of the Current Corporate Communication 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 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 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. 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. You may also send an email with a scanned copy of the Change Request Form to <a href="mailto:swireproperties.ecom@computershare.com.hk">swireproperties.ecom@computershare.com.hk</a>. The Change Request Form may also be downloaded from the Company's website at <a href="mailto:swireproperties.ecom">swireproperties.ecom@computershare.com.hk</a>. The Change Request Form may also be downloaded from the Company's website at <a href="mailto:swireproperties.ecom">swireproperties.ecom@computershare.com</a>. Or the website of The Stock Exchange of Hong Kong Limited at <a href="mailto:swireproperties.ecom">swireproperties.ecom</a> or the website of The Stock Exchange of Hong Kong Limited at <a href="mailto:swireproperties.ecom">swireproperties.ecom</a> or the website of The Stock Exchange of Hong Kong Limited at <a href="mailto:swireproperties.ecom">swireproperties.ecom</a> or the website of The Stock Exchange of Hong Kong Limited at <a href="mailto:swireproperties.ecom">swireproperties.ecom</a> or the website of The Stock Exchange of Hong Kong Limited at <a href="mailto:swireproperties.ecom">swireproperties.ecom</a> or the website of The Stock Exchange

If you have elected (or are deemed to have elected) to receive the Current Corporate Communication 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 Communication to you in printed form free of charge.

Please be reminded that the Annual General Meeting of the Company will be held at 2:30 p.m. on 8 May 2018 (Tuesday) at the Ballroom, Level 5, Island Shangri-La Hong Kong, Pacific Place, Supreme Court Road, Central, Hong Kong. For those Shareholders who would like to appoint proxies to attend and vote in their stead at the Annual General Meeting of the Company, please download the Form of Proxy from the Company's website, complete, sign and deposit the Form of Proxy at the Hong Kong Share Registrar following the instructions as provided in the Notes to the Form of Proxy.

You may at any time by reasonable notice in writing to the Company (sent to the Hong Kong Share Registrar at the above address or by email to <a href="mailto:swireproperties.ecom@computershare.com.hk">swireproperties.ecom@computershare.com.hk</a>) 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.

Should you have any questions in relation to this letter, please call the telephone hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By Order of the Board of Swire Properties Limited David Fu Company Secretary

# 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 form of proxy.

各位股東:

## 太古地產有限公司(「公司」)

#### - 二零一七年度報告、通函、股東周年大會通告及委任代表表格(「本次公司通訊」)之發佈通知

本 次 公 司 通 訊 之中 、 英 文 版 本 已 上 載 於 公 司 網 站 ( www.swireproperties.com ) 之 投 資 者 關 係 網 頁 及 香 港 交 易 所 披 露 易 網 站 ( www.hkexnews.hk ),歡迎查閱 。 如 閣下已選擇收取公司通訊 \*\*之印刷本,本次公司通訊隨本函附上。

如 閣下欲(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,請 閣下填妥在本函背面的變更申請表,並在變更申請表上簽名,然後把變更申請表寄回或親手交回公司之香港證券登記處香港中央證券登記有限公司(「香港證券登記處」),地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。倘若 閣下在香港投寄,可使用變更申請表內的郵寄傳統會回,而毋須在信封上貼上郵票;否則,請貼上適當的郵票。 閣下亦可把已填妥之變更申請表的排描副本電郵至 <u>swireproperties.ecom@computershare.com.hk</u>。 變更申請表可於公司網站(<u>www.swireproperties.com</u>)或香港聯合交易所披露易網站(<u>www.hkexnews.hk</u>)內下載。

如 閣下已選擇(或被視為已同意)收取於公司網站登載的本次公司通訊電子本,惟因故查閱公司通訊上出現困難,只要 閣下提出要求,公司將儘快寄上所要求的本次公司通訊的印刷本,費用全免。

請注意,公司之股東周年大會將於二零一八年五月八日(星期二)下午二時三十分假座香港中區法院道太古廣場港島香格里拉大酒店五樓香島殿舉行。茲提醒股東如欲委任代表出席公司之股東周年大會及於會上代為投票,請於公司網站下載委任代表表格,並根據委任代表表格內附註之指示填寫、簽署,及將委任代表表格送達公司香港證券登記處。

閣下可以隨時透過香港證券登記處以書面或透過電郵至 swireproperties.ecom@computershare.com.hk 通知公司,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。

閣下如有任何與本函內容有關的疑問,請致電香港證券登記處電話熱線(852)28628688,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6時正。

承董事會命

太古地產有限公司 公司秘書

傅溢鴻

二零一八年四月六日

#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。 Change Request Form 變更申請表

Swire Properties Limited ("the Company") To:

(Stock Code: 1972)

c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East,

Wanchai, Hong Kong

(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

太古地產有限公司(「公司」)

I/We have received the Current Corporate Communication (as defined on the reverse side of this form) in the English language, the Chinese language or in both languages or have elected (or am/are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website 本人/我們已收取本次公司通訊(定義見本表格背面)之英文/中文印刷本或已選擇(或被視為已選擇)收取於公司網站登載的本次公司通訊電子本。

Part A 甲 部	I/We would like to receive the Current Corporate Communication本人/我們現欲以下列方式收取本次公司通訊之印刷本:	n in printed form in the manner indicated belov	v:	
	"X" in ONLY ONE of the following boxes 請從下列選擇中,僅在其中 I/We would like to receive the Current Corporate Communicatio本人/我們現欲收取本次公司通訊之英文本。 I/We would like to receive the Current Corporate Communicatio本人/我們現欲收取本次公司通訊之中文本。 I/We would like to receive the Current Corporate Communication 本人/我們現欲收取本次公司通訊之中文本。	on in the English language only.	inese language.	
Part B 乙 部 (Please mark	# *			
	in <b>electronic form</b> on the Company's website and by receiving a <b>notification letter</b> when each corporate communication is made available on the Company's website; <b>OR</b>			
	in printed form in the <b>Chinese language only; OR</b> 僅收取 <b>中文印刷本;或</b> in printed form both in the <b>English language and in the Chinese language; OR</b> 同時收取 <b>英文及中文印刷本;或</b>			
	in <b>electronic form</b> on the Company's website and by receiving <b>notification by email</b> 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地址的電郵通知。			
Email A 電郵地は		Corporate Communication on the Company's website will b of Corporate Communication only) 供之電郵地址(如有)。如未有提供電郵地址,則會發出么	e sent. Please provide the email address in English	
Signature(s) 簽名	Contact telephon 聯絡電話號碼	ne number	Date 日期	

Notes 附註

- Please complete all your details clearly. Please specify your name and address clearly in CAPITAL LETTERS IN ENGLISH on the top left hand corner in this Change Request Form if you in the downloaded this form from the web. 請 閣下消楚填妥所有資料。倘若 閣下流整填妥所有資料。倘若 閣下從網上下載本變更申請表,請於本表左上方用英文正楷清楚註明 閣下的姓名及地址。
- 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 Change Request Form 如屬聯名股東,則本變更申請表須由該名於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。
- 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 void. 如在本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,則本表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on 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,公司將不予處理。
- Please note that English and Chinese versions of all the Company's corporate communication which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company's corporate communications are also available on the Company's website (<a href="https://www.swireproperties.com">www.swireproperties.com</a>) for five years from the date of first publication. 公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本,可供索取。所有公司通訊中、英文版亦由首次登載日期起計,持續5年載於公司網站(<u>www.swireproperties.com</u>)

# 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 form of proxy. 公司通訊乃公司向其證券持有人發出以供参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簡要報告(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。

閣下寄回此變更申請表時,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 Change Request Form to us. No postage stamp necessary if posted in Hong Kong.

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