恒基兆業地產有限公司
HENDERSON LAND DEVELOPMENT COMPANY LIMITED
Incorporated in Hong Kong with limited liability
於香港註冊成立之有限公司
(Stock Code 股份代號：12)

Change Request Form 更改表格

Shareholders may at any time change the choice of language and/or means of receipt of Henderson Land Development Company Limited's (the "Company") Corporate Communications* by completing this Change Request Form and returning it to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Company's Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong by using the postage-prepaid mailing label provided or by email at HendersonLand.ecom@computershare.com.hk.

如股東欲更改收取恒基兆業地產有限公司(「本公司」)公司通訊*之語言版本及/或收取方式之選擇，可隨時填寫本更改表格，並使用提供之已預付郵費之郵寄標籤將表格寄回本公司的股份登記及過戶處香港中央證券登記有限公司(「股份登記及過戶處」)，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，或以電郵發送至 HendersonLand.ecom@computershare.com.hk。

I/We would like to receive all future Corporate Communications of the Company in the manner as indicated below:
本人/我們希望以下列方式收取本公司日後之所有公司通訊：
(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)

☐ read the **website version** of all future Corporate Communications on the Company's website and receive an email notification or a notification letter of the publication of Corporate Communications on website
(Please provide your email address in the space below, whereupon the Company will send a notification of the availability of the Corporate Communications on the Company's website in the future. If email address is not provided or provided but undeliverable, only a notification letter of the publication of the Corporate Communications on website will be sent instead.); **OR**
閱覽刊載於本公司網站之所有日後公司通訊**網上版本**，並收取公司通訊已在網上刊發之電郵通知/通知函件
(請在以下位置提供　閣下之電郵地址，本公司會經該電郵地址通知　閣下日後本公司網站刊載之公司通訊。如未有提供電郵地址或提供之電郵地址無法發送，則會發出有關公司通訊已在網上刊發的通知函件予　閣下。)；**或**

Email Address
電郵地址

☐ receive the **printed English version** of all future Corporate Communications ONLY; **OR**
僅收取所有日後公司通訊之**英文印刷本**；**或**

☐ receive the **printed Chinese version** of all future Corporate Communications ONLY; **OR**
僅收取所有日後公司通訊之**中文印刷本**；**或**

☐ receive both **printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之**英文及中文印刷本**。

Signature(s):
簽署：_____

Date:
日期：_____

Name(s) of Shareholder(s) in English *(Please use **BLOCK LETTERS**)*
股東的英文名稱*(請以**大楷**書寫)*

Name(s) of Shareholder(s) in Chinese
股東的中文名稱

Registered address of Shareholder(s)
股東的登記地址

Contact Telephone Number
聯絡電話

Notes 附註：

1. If your shares are held in joint names, any one of the joint holders should sign on this Change Request Form in order to be valid.
   如屬聯名持有人，則本更改表格須由聯名持有人之任何一位簽署，方為有效。
2. The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by giving not less than seven days' notice in writing to the Company's Registrar at the above address or email.
   上述指示適用於將來寄發予本公司股東之所有公司通訊，直至 閣下通過上述地址或電郵發出不少於七天的書面通知予本公司之股份登記及過戶處，另作選擇為止。
3. If you have any queries relating to the completion of this Change 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).
   如 閣下對填寫本更改表格有任何疑問，請於上午九時正至下午六時正（星期一至星期五，香港公眾假期除外），致電本公司熱線 (852) 2862 8555 查詢。
4. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
   為免存疑，任何在本更改表格上的額外手寫指示，本公司將不予處理。

** Corporate Communications include but not limited to (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.*
公司通訊包括但不局限於：(a)年報；(b)中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任書。

PERSONAL INFORMATION COLLECTION STATEMENT　收集個人資料聲明

(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").
本聲明中所指的「個人資料」具有《個人資料（私隱）條例》(香港法例第486章)（「《私隱條例》」）中「個人資料」的涵義。

(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.
閣下是自願向本公司提供個人資料。若　閣下未能提供足夠資料，本公司可能無法處理　閣下之指示。

(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 retained for such period as may be necessary for verification and record purposes.
本公司可就任何所說明的用途，將　閣下的個人資料披露或轉移給本公司的附屬公司、股份登記及過戶處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。

(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 Personal Data Privacy Officer of the Company's Registrar by post or by email to PrivacyOfficer@computershare.com.hk.
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。任何該等查閱及/或修改　閣下個人資料的要求均須以書面方式郵寄至股份登記及過戶處的個人資料私隱主任或電郵至PrivacyOfficer@computershare.com.hk。

(v) Please refer to the Privacy Policy Statement of the Company which is available on the website of the Company (www.hld.com) for further details.
進一步之詳情請參閱刊載於本公司網站(www.hld.com)之本公司私隱政策聲明。

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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 Change Request Form to us.
No postage stamp is necessary if posted in Hong Kong.

閣下寄回本更改表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，毋須貼上郵票。

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