

WING TAI PROPERTIES LIMITED

永泰地產有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 369)

NOTIFICATION LETTER 通知信函

23 April 2024

Dear Non-registered Shareholder(s)¹,

Wing Tai Properties Limited (the “Company”)

— Notice of Availability of (a) Annual Report 2023; (b) Circular dated 23 April 2024 containing Notice of Annual General Meeting together with Proxy Form (collectively, the “Current Corporate Communications”); and (c) Environmental, Social and Governance Report 2023 (the “ESG Report 2023”)

The English and Chinese versions of the Company’s Current Corporate Communications and the ESG Report 2023 are now available on the Company’s website at www.wingtaiproperties.com and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk respectively (the “Website Version”). The Company strongly recommends you to access the Website Version of Current Corporate Communications and the ESG Report 2023.

If you for any reason have difficulty in receiving email notification or gaining access to the Website Version and would like to receive the Current Corporate Communications and/or future Corporate Communications² in printed form, please complete, sign the enclosed request form and return it to the Company c/o Tricor Standard Limited, the Company’s branch share registrar and transfer office in Hong Kong (the “Branch Share Registrar”) at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to 369-ecom@hk.tricorglobal.com. The Company will upon your request promptly send the Current Corporate Communications to you in printed form free of charge.

As a Non-registered Shareholder, if you wish to receive Corporate Communications in electronic form, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares of the Company are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries. Please contact your Intermediaries for the detailed procedure. If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will be unable to receive any notices of availability of the Website Version of the Corporate Communications (“Notices of Availability”) by email; and the Company would only be able to send you the Notices of Availability in printed form.

If you wish to receive the ESG Report 2023 in printed form, please send your written request to the Company c/o the Branch Share Registrar by email to 369-ecom@hk.tricorglobal.com or by post at the above address.

Should you have any queries relating to this notification, please call the Branch Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays) or send an email to 369-ecom@hk.tricorglobal.com.

Yours faithfully,
For and on behalf of
Wing Tai Properties Limited
Chung Siu Wah, Henry
Company Secretary and Group Legal Counsel

Notes:

- Non-Registered Shareholder means such person or company whose shares are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications of the Company.
- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

各位非登記股東¹：

永泰地產有限公司（「本公司」）

— (a) 2023年報、(b) 載有股東週年大會通告日期為2024年4月23日之通函連同代表委任表格（統稱「本次公司通訊」）；及(c) 2023環境、社會及管治報告之可供索閱通告

本公司的本次公司通訊及2023環境、社會及管治報告之中、英文版本現已分別上載於本公司網站（www.wingtaiproperties.com）及香港聯合交易所有限公司網站（www.hkexnews.hk）（「網站版本」）。本公司強烈建議閣下閱覽本次公司通訊及2023環境、社會及管治報告的網站版本。

如閣下因任何理由無法以電子郵件方式收取或閱覽網站版本，及欲索取本次公司通訊及／或日後公司通訊²的印刷本，請填妥及簽署隨附之申請表格，並已預付郵費的郵寄標籤經本公司之香港股份過戶及登記分處卓佳標準有限公司（「股份過戶分處」）寄回本公司，地址為香港夏愨道16號遠東金融中心17樓（如在香港投寄，則毋須貼上郵票），或電郵至369-ecom@hk.tricorglobal.com。本公司會因應閣下之要求立即郵寄本次公司通訊的印刷本，費用全免。

作為非登記股東，如閣下欲以電子方式收取公司通訊，閣下應聯絡閣下持有本公司股份的銀行、經紀、託管人、代理人或香港中央結算（代理人）有限公司（統稱「中介機構」），並向閣下的中介機構提供閣下的電子郵箱地址。請聯絡閣下的中介機構以了解詳細程序。如果本公司沒有從中介機構收到閣下的有效電子郵箱地址，閣下將無法透過電子郵件方式收取任何公司通訊網站版本的可供索閱通告（「可供索閱通告」），直至中介機構收到閣下有效的電子郵箱地址為止，而本公司只能寄發可供索閱通告之印刷本予閣下。

閣下如欲收取2023環境、社會及管治報告的印刷本，請將閣下的書面要求透過電郵至369-ecom@hk.tricorglobal.com或透過上述地址經股份過戶分處寄回本公司。

倘閣下對本通知有任何查詢，請於辦公時間星期一至星期五上午9時至下午6時（公眾假期除外），致電股份過戶分處電話熱線(852) 2980 1333，或發送電子郵件至369-ecom@hk.tricorglobal.com。

代表
永泰地產有限公司
公司秘書兼集團法律顧問
鍾少華
謹啓

2024年4月23日

附註：

- 非登記股東指其股份存放於中央結算及交收系統（中央結算及交收系統）的有關人士或公司，而彼等已透過香港中央結算有限公司不時通知本公司，彼等擬收取本公司之公司通訊。
- 公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾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、公司年度賬目連同核數師報告以及（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)季度報告（如有）；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。

REQUEST FORM 申請表格

To: **Wing Tai Properties Limited**
(the "Company") (Stock Code: 369)
(Incorporated in Bermuda with limited liability)
c/o Tricor Standard Limited
17/F, Far East Finance Centre,
16 Harcourt Road, Hong Kong

致: 永泰地產有限公司
(「本公司」)(股份代號: 369)
(於百慕達註冊成立之有限公司)
經卓佳標準有限公司
香港夏愨道16號
遠東金融中心17樓

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications¹ in website version pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares of the Company are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據香港聯合交易所有限公司證券上市規則收取公司通訊¹的網站版本，閣下應聯絡代閣下持有本公司股份的銀行、經紀、託管人、代理人或香港中央結算(代理人)有限公司(統稱「中介機構」)，並向閣下的中介機構提供閣下的電子郵箱地址。

Please mark "✓" in the following boxes (if applicable):
請從下列空格內劃上「✓」號(如適用):

I/We would like to receive printed copies of the following documents of the Company:
本人/我們現欲收取以下本公司文件之印刷本:

Annual Report 2023
2023年報

Circular dated 23 April 2024 containing Notice of Annual General Meeting
載有股東週年大會通告日期為2024年4月23日之通函

Proxy Form
代表委任表格

All future Corporate Communications
所有日後公司通訊

Signature:
簽署:

Date:
日期:

Name:
姓名: (English 英文)

Contact Phone Number:
聯絡電話號碼:

(Please use BLOCK LETTERS 請以正楷填寫)

Postal Address:
郵寄地址:

(Please use BLOCK LETTERS 請以正楷填寫)

Notes 附註:

- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾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、公司年度帳目連同核數師報告以及(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)季度報告(如有)；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。
- The above instruction(s) will be valid for one year from the date of your request unless being revoked or superseded (whichever is earlier). Further submission of request in writing will be required if you prefer to continue receiving printed copy of future Corporate Communications.
上述指示由閣下申請日起計一年內有效，除非此申請被撤銷或取代(以較早者為準)。如果閣下希望繼續收到日後公司通訊的印刷本，則需要重新遞交書面要求。
- For the avoidance of doubt, any additional instructions written on this request form will not be processed.
為免產生疑問，任何在本申請表格寫上的額外指示將不予處理。

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 in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Standard Limited at the above address.
本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《個人資料(私隱)條例》」)中「個人資料」的涵義相同。閣下是自願提供個人資料，以用於處理閣下在本表格上所述的指示(「該等用途」)。如閣下未能提供足夠資料，本公司有可能無法處理閣下的指示。本公司可就所述的該等用途，將個人資料披露或轉移給本公司的附屬公司、股份登記處及/或向為本公司提供行政、電腦及其他服務的第三者服務供應商，以及其他獲法例授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及記錄用途)。有關查閱及/或更正個人資料的要求可按照《個人資料(私隱)條例》提出，而有關要求須以書面方式郵寄至卓佳標準有限公司(地址如上)的個人資料私隱主任。

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

當閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。

Mailing Label 郵寄標籤

Tricor Standard Limited
卓佳標準有限公司
Freepost No. 簡便回郵號碼: 10 GPO
Hong Kong 香港

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