



# 中國海外發展有限公司

## CHINA OVERSEAS LAND & INVESTMENT LTD.

(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：688)

### NOTIFICATION LETTER 通知信函

Date as postmarked

Dear Shareholders,

**China Overseas Land & Investment Limited (the "Company")**

— **Notice of publication of 2023 Annual Report, Circular dated 29 April 2024 together with Notice of Annual General Meeting, and Proxy Form (collectively, the "Current Corporate Communications") and 2023 Environmental, Social and Governance Report (the "ESG Report")**

The English and Chinese versions of the Current Corporate Communications are now available on the Company's website at [www.coli.com.hk](http://www.coli.com.hk) (the "Company's Website") under the "Investors" (Financial Information/Financial Reports) section and the HKEXnews website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (the "HKEXnews Website").

If you wish to (i) receive the Current Corporate Communications in printed form; and/or (ii) change your means of receipt and/or choice of language of all future Corporate Communications<sup>(1)</sup>, please complete and return the Change Request Form<sup>(2)</sup> overleaf to the Company's registrar and transfer office, Tricor Standard Limited, using the mailing label provided in the form or by email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com). Your choice of means of receipt and/or choice of language of all future Corporate Communications shall be amended accordingly.

You may at any time change your choice of language or means of receipt of all future Corporate Communications by reasonable notice in writing to the Company's registrar and transfer office, Tricor Standard Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post or by email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com). If you have elected (or are deemed to have elected) to access the Corporate Communications by electronic means through the Company's Website but for any reason have difficulty in accessing the relevant Corporate Communications electronically, or wish to receive printed copies, the Company will promptly upon your request send the printed copies to you free of charge.

The ESG Report is published in electronic form only and is available on the Company's Website and on the HKEXnews Website. You may access the ESG Report by clicking "Sustainability" on the home page of the Company's Website, then selecting "2023 ESG Report" under "ESG Report" section.

Should you have any queries in relation to this letter, please contact Customer Services Hotline of the Company's registrar and transfer office at (852) 2980 1333 between 9:00 a.m. and 5:30 p.m. (Monday to Friday, excluding public holidays) or send your query by email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com).

Notes:

- (1) Corporate Communication(s) refers to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to the directors' report and annual accounts together with a copy of the auditor's report, the summary financial report (where applicable), the interim report, the summary interim report (where applicable), a notice of meeting, a listing document, a circular and a proxy form.
- (2) The Change Request Form can also be downloaded from the Company's Website (<http://www.coli.com.hk>).

Yours faithfully  
**China Overseas Land & Investment Limited**

各位股東：

中國海外發展有限公司(「本公司」)

— 有關二零二三年年報、日期為二零二四年四月二十九日的通函連同股東周年大會通告及代表委任表格(統稱「本次公司通訊」)以及二零二三年環境、社會及管治報告(「ESG報告」)之刊發通知

本次公司通訊之中文及英文版本已上載於本公司網站[www.coli.com.hk](http://www.coli.com.hk)(「本公司網站」)「投資者關係」(財務／業績／財務報告)項下及香港聯合交易所有限公司披露易網站[www.hkexnews.hk](http://www.hkexnews.hk)(「披露易網站」)。

如閣下欲(i)索取本次公司通訊的印刷本；及／或(ii)更改日後公司通訊<sup>(1)</sup>的收取方式及／或語文版本，請填妥本函背頁之更改回條<sup>(2)</sup>，並以已預付郵費的郵寄標籤寄回本公司股份過戶登記處，卓佳標準有限公司或電郵至[coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com)。本公司將會因應閣下所選擇日後公司通訊的收取方式及／或語文版本作相應修改。

閣下可在任何時候於合理時間內向本公司股份過戶登記處，卓佳標準有限公司，地址為香港夏愨道16號遠東金融中心17樓或電郵至[coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com)更改選取日後所有的公司通訊之語言版本或收取方式。若閣下已選擇(或被視作選擇)透過本公司網站以電子方式閱覽公司通訊，但如因任何理由以致在使用電子方式閱覽相關公司通訊時遇到困難，或欲收取印刷本，本公司在收到閣下的要求後將立即向閣下免費發送印刷本。

ESG報告僅以電子形式刊發並登載於本公司網站及披露易網站。閣下可在本公司網站主頁選單中按「可持續發展」一項，再在「環境、社會及管治報告」項下選擇「2023環境、社會及管治報告」。

倘閣下對本函有任何疑問，請於上午9時至下午5時30分(星期一至星期五，公眾假期除外)致電本公司股份過戶登記處之客戶服務熱線(852) 2980 1333查詢，或將閣下之查詢以電郵發送至[coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com)。

附註：

- (1) 「公司通訊」指由本公司發出或將予發出以向本公司證券持有人提供資料或使之採取行動的任何文件，其中包括但不限於董事局報告書及年度賬目連同核數師報告、財務摘要報告(如適用)、中期報告、中期摘要報告(如適用)、會議通告、上市文件、通函及代表委任表格。
- (2) 更改回條亦可於本公司網站(<http://www.coli.com.hk>)下載。

中國海外發展有限公司  
謹啟

日期如郵戳所示

## CHANGE REQUEST FORM 更改回條

I/We would like to receive the future Corporate Communications (as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) of China Overseas Land & Investment Limited (the "Company"):

關於中國海外發展有限公司(「本公司」)日後發佈的公司通訊(定義見《香港聯合交易所有限公司證券上市規則》第1.01條),本人/吾等欲:

(Please mark "✓" in one of the following options) (請以「✓」號選擇以下其中一項)

- through electronic means instead of in printed form (i.e. by receiving from the Company's registrar and transfer office, an e-mail notification of the release of the relevant Corporate Communication(s) on the Company's website (<http://www.coli.com.hk>) on the date of despatch of such Corporate Communication(s) by the Company to its shareholders, or in the event that no email address is provided, to receive printed notification at the address as appearing in the Company's register of members); or  
以電子方式取代印刷本(即於本公司向其股東寄發公司通訊當日,收取由本公司之股份過戶登記處以電子郵件知會相關公司通訊已登載於本公司網站(<http://www.coli.com.hk>)的通知,或倘無提供電郵地址,則收取寄至存置於本公司股東名冊上所示地址的通知函印刷本);或  
My/Our e-mail address:  
本人/吾等的電郵地址: \_\_\_\_\_

(for notification of release of Corporate Communication(s))  
(供收取發佈公司通訊的通知之用)

- in printed English version only; or  
只收取英文印刷本;或  
 in printed Chinese version only; or  
只收取中文印刷本;或  
 in both printed English and Chinese versions.  
同時收取英文及中文印刷本。

The above instruction will supersede my/our previous instruction to the Company.  
上述指示將取替本人/吾等以前給予本公司的指示。

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 \_\_\_\_\_

Correspondence Address 通訊地址 \_\_\_\_\_

Contact Telephone Number 聯絡電話 \_\_\_\_\_

- Notes:
- The above instruction will apply to all Corporate Communications of the Company to be sent to you until you inform us otherwise.
  - If any shares are held in joint names, all joint holders OR the joint holder whose name stands first on the Company's Register of Members should sign this Change Request Form in order for it to be valid.
  - Please complete all your details clearly. For the avoidance of doubt, we do not accept any additional instructions on this Change Request Form.
  - You have the right at any time by reasonable notice in writing to the Company's registrar and transfer office, Tricor Standard Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or sending email to [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com) to change the choice of means of receipt of the Corporate Communications.
  - Any Change Request Form with more than one box marked "✓", no box marked "✓", no signature or any other errors during completion will be void.

- 附註:
- 上述指示將適用於本公司發給閣下的所有公司通訊,直至閣下另行通知為止。
  - 如任何股份以聯名方式持有,則所有聯名持有人或名列本公司股東名冊的首名聯名持有人須於本更改回條上簽署,方為有效。
  - 請閣下清楚填妥所有資料。為免存疑,本公司將不會處理任何在本更改回條上的額外指示。
  - 閣下可隨時以合理時間書面通知本公司股份過戶登記處,卓佳標準有限公司,地址為香港夏慤道16號遠東金融中心17樓或發送電郵至 [coli688-ecom@hk.tricorglobal.com](mailto:coli688-ecom@hk.tricorglobal.com),以更改公司通訊的收取方式的選擇。
  - 如在本更改回條作出超過一項選擇,或未有作出選擇,或未有簽署,或在其他方面填寫不正確,則本更改回條將會作廢。

### 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").  
本聲明中所指之「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」之涵義。
- (ii) Your supply of Personal Data to the Company is on a voluntary basis and such data will be used for processing your instructions and/or requests as stated in this form. If you fail to provide sufficient information, the Company may not be able to process your instructions and/or requests.  
閣下是自願向本公司提供個人資料,該等資料用以處理閣下在本表格上所述的指示及/或要求。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及/或要求。
- (iii) Your Personal Data will not be disclosed or transferred to any third parties (other than the Company's registrar and transfer office and/or other companies or bodies for any of the stated purposes) unless it is a requirement to do so by law, for example, in response to a court order or a law enforcement agency's request.  
除非按法例規定,例如應法庭命令或執法機關要求,否則閣下之個人資料將不會披露或轉移予任何第三方(本公司股份過戶登記處及/或其他公司或團體作任何上述之用除外)。
- (iv) Your Personal Data will be retained for such period as may be necessary for verification and record purposes.  
閣下之個人資料將在適當期間保留作核實及記錄用途。
- (v) 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 and transfer office, Tricor Standard Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post.  
閣下有權根據《私隱條例》之條文查閱及/或修改閣下之個人資料。任何該等查閱及/或修改閣下之個人資料之要求均須以書面方式郵寄至本公司股份過戶登記處卓佳標準有限公司之個人資料私隱主任,地址為香港夏慤道16號遠東金融中心17樓。

(Please cut along the dotted line 請沿虛線剪下)

Please cut the mailing label and stick it on an envelope to return this Change Request Form to us.

No postage stamp is required for local mailing  
當閣下寄回更改回條時,請將此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