

**NOTIFICATION LETTER 通知信函**

6 November 2024

Dear Non-registered holders<sup>(Note 1)</sup>,

**Capital Estate Limited (the “Company”)**  
**– Notice of Publication of Composite Document and Form of Acceptance (the “Current Corporate Communications”) and Arrangements of Electronic Dissemination of Corporate Communication**

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk) (the “HKEx Website”) and the Company’s website at <http://www.capitalestate.com.hk/> (the “Company Website”). If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, please send your request (specifying your name, address and request) by email at [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk) or by notice in writing to the Company’s Hong Kong share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

**Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) in respect of the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Company is writing to inform you that it is making arrangements for the adoption of for electronic dissemination of corporate communications (the “Corporate Communication”), which term under the Listing Rules means any document issued or to be issued by the Company for the information or action of holders of any of its securities, 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) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that English and Chinese versions of all future Corporate Communication(s) will be available on the Company Website at <http://www.capitalestate.com.hk/> and on the HKEx Website in place of printed copies.

**As a non-registered shareholder, if you wish to receive corporate communication from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the “Intermediaries”), and provide your email address to your Intermediaries if you wish to receive any notifications regarding the publication of Corporate Communications.**

**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 (i) be unable to receive any notifications regarding the publication of Corporate Communication; and (ii) need to proactively check the Company Website and the HKEx Website to keep up with the publication of Corporate Communication.**

If you want to receive the Corporate Communication in printed form, please complete and return the Reply Form on the enclosed page to the Company’s Hong Kong share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or send an email to [capitalestate.ecom@computershare.com.hk](mailto:capitalestate.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communication in printed form..

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,  
By order of the Board  
**Capital Estate Limited**  
Chu Nin Yiu, Stephen  
Chief Executive Officer

*Note 1: This letter is addressed to Non-registered holders (“Non-registered holder” 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 to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Reply Form on the reverse side.*

*Note 2: Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, 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) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms. Pursuant to Rule 1.01 of the Listing Rules, Actionable Corporate Communications are any corporate communications that seek instructions from issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder.*

## REPLY FORM 回條

**To: Capital Estate Limited (the "Company")**  
(Stock Code: 193)  
c/o Computershare Hong Kong Investor Services Limited  
(The "Share Registrar")  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wanchai, Hong Kong

**致: 冠中地產有限公司**  
(股份代號: 193)  
經香港中央證券登記有限公司  
(「股份過戶處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

## REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications\* pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries if you wish to receive any notifications regarding the publication of Corporate Communications.

作為非登記股東，如有意根據《上市規則》收取公司通訊\*，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），且如希望收到任何有關發佈公司通訊的通知，亦應向閣下的中介公司提供閣下的電子郵件地址。

## Request for Corporate Communications\* in printed form / 要求收取公司通訊\*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): **Capital Estate Limited**  
上市公司（「公司」）名稱：**冠中地產有限公司**

I/we would like to receive future Corporate Communications\* in printed form.  
本人/我們欲收取未來公司通訊\*的印刷版。

Name(s) of Non-registered holder(s):

非登記股東姓名：

Signature(s): (Notes 1)

簽名：(附註 1)

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- This letter is addressed to non-registered holder(s) ("Non-registered holder" 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\*). 此函件乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊\*）發出。
- Please complete all your details clearly. 請闡下清楚填妥所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在本表格未有在方格內劃上「✓」號，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, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，公司將不予處理。

\* Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明，公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

## PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料聲明

- "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」與香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications\*. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊\*的事宜上。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在本回條上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、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。
- 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, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto: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/或修改個人資料的要求均須以書面方式郵寄至股份過戶處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

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 the mailing label and stick it on an envelope to return this form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。