

## **Arrangements for the Dissemination of Corporate Communications**

### ***Corporate Communications***

Corporate Communications refer to all documents issued or to be issued by Swire Properties Limited (the “**Company**”) to holders of any 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 financial statements contained in them), notices of meetings, listing documents, circulars and forms of proxy.

English and Chinese versions of Corporate Communications of the Company are available in the Investor Relations section of the Company’s website ([www.swireproperties.com](http://www.swireproperties.com)) and on the website of Hong Kong Exchanges and Clearing Limited (“**HKEX**”) ([www.hkexnews.hk](http://www.hkexnews.hk)). Shareholders who would like to be notified when the Company publishes Corporate Communications on HKEX’s website may subscribe for the free News Alerts services on the [Market Data section](#) of HKEX’s website.

### ***Arrangement for the dissemination of Corporate Communications by electronic means***

Pursuant to the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited, the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and the Company’s Articles of Association, the Company supplies Corporate Communications (other than Actionable Corporate Communications<sup>#</sup>) in electronic form through the Company’s website ([www.swireproperties.com](http://www.swireproperties.com)) and HKEX’s website ([www.hkexnews.hk](http://www.hkexnews.hk)) to shareholders who have, or are deemed to have, consented to receive such Corporate Communications in electronic form. For those shareholders who have, or are deemed to have, provided their consent, English and Chinese versions of all future Corporate Communications will be available electronically on the websites of the Company and HKEX in place of printed copies.

<sup>#</sup> *Actionable Corporate Communications are any corporate communications that seek instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holders and will be sent to registered shareholders individually by post to the shareholders’ addresses as they appear in the Company’s register of members. For the avoidance of doubt, Actionable Corporate Communications do not include notices of general meetings and forms of proxy.*

#### **(A) Arrangements for registered shareholders**

The Company will seek consent from each new registered shareholder to receiving all future Corporate Communications (other than Actionable Corporate Communications) in electronic form through the Company’s website ([www.swireproperties.com](http://www.swireproperties.com)) and HKEX’s website ([www.hkexnews.hk](http://www.hkexnews.hk)). To promote electronic dissemination of Corporate Communications, similar consent will be sought from existing registered shareholders annually at the time when the Company publishes its annual report.

If a registered shareholder wishes to:

- (i) receive a printed copy of the latest published Corporate Communications; or
- (ii) continue to receive all future Corporate Communications in printed form (until the time when such instruction has been revoked or superseded or when the Company publishes its next annual report in the following year (whichever is earlier)); or
- (iii) receive email notification of the publication of all future Corporate Communications on the Company's website,

the registered shareholder may complete and return the relevant Request Form in accordance with the instructions set out in the "Request Forms" section below.

If a registered shareholder elects to receive all future Corporate Communications in electronic form, such election will remain valid until it has been revoked or superseded.

If the Company does not receive any response from a registered shareholder in writing indicating his/her objection to receive Corporate Communications in electronic form on the Company's website within a period of 28 calendar days beginning from the date on which a notification letter is sent, the registered shareholder will be **deemed to have elected** to receive all future Corporate Communications in electronic form through the Company's website instead of printed form. In that event, a notification of the publication of Corporate Communications on the Company's website will be sent to the registered shareholder by email or, if no valid or functional email address is provided, by post to his/her address as it appears in the Company's register of members.

To ensure timely receipt of the latest Corporate Communications, the Company recommends registered shareholders provide their email addresses for receiving notification of the publication of Corporate Communications on the Company's website by completing and returning the relevant Request Form in accordance with the instructions set out in the "Request Forms" section below.

A registered shareholder who has elected (or is deemed to have elected) to receive Corporate Communications in electronic form through the Company's website but for any reason have difficulty in accessing the Corporate Communications electronically, the Company will upon his/her request send the printed version to him/her free of charge.

*(B) Arrangements for non-registered holders*

A notification of the publication of Corporate Communications on the Company's website will be sent by post to non-registered holders whose shares in the Company 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.

Non-registered holders who wish to receive email notification of the publication of Corporate Communications on the Company's website should liaise with their bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which their shares are held (collectively, the "**Intermediaries**") and provide their email address(es) to their Intermediaries.

If a non-registered holder wishes to:

- (i) receive a printed copy of the latest published Corporate Communications; or
- (ii) continue to receive all future Corporate Communications in printed form (until the time when such instruction has been revoked or superseded or when the Company publishes its next annual report in the following year (whichever is earlier)),

the non-registered holder may complete and return the relevant Request Form in accordance with the instructions set out in the “Request Forms” section below.

### ***Choice of language and means of receipt of Corporate Communications***

Upon publication of Corporate Communications by the Company on its website, a registered shareholder/non-registered holder who wishes to receive the relevant Corporate Communications in printed form or in a language version other than his/her existing choice, may complete and return the relevant Request Form in accordance with the instructions set out in the “Request Forms” section below.

A registered shareholder/non-registered holder may at any time by reasonable notice in writing (i) change his/her means of receipt of Corporate Communications or (ii) change the language in which he/she receives Corporate Communications in printed form by completing and returning the relevant Request Form. The change request will apply to the next and subsequent Corporate Communications to be issued by the Company.

Please note that a request for receiving all future Corporate Communications in printed form shall be valid until such instruction is revoked or superseded or until such time when the Company publishes its next annual report in the following year (whichever is earlier).

### ***Request Forms***

Corporate Communications Request Form (for registered shareholders) ([download here](#))  
Corporate Communications Request Form (for non-registered holders) ([download here](#))

All Request Forms should be properly completed, signed and returned to the Company’s share registrars, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk). Any Request Form with no signature or otherwise incorrectly completed will be void.

Shareholders who have any questions in relation to the above may call the Company’s share registrars at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays or email to [swireproperties.ecom@computershare.com.hk](mailto:swireproperties.ecom@computershare.com.hk).

### ***Personal Information Collection Statement***

Please refer to the relevant Request Form.

(Last update: June 2024)