

## 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 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 “Listing Rules”), the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (together with the Companies (Amendment) Ordinance 2025 which commenced operation on 17th April 2025) and the Company’s Articles of Association, **the Company has adopted electronic dissemination of Corporate Communications whereby both English and Chinese versions of all future Corporate Communications will be published on the Company’s website ([www.swireproperties.com](http://www.swireproperties.com)) and HKEX’s website ([www.hkexnews.hk](http://www.hkexnews.hk)) in place of printed copies.** In addition, the Company will send Actionable Corporate Communications<sup>#</sup> to each of its shareholders individually pursuant to the Listing Rules.

<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 pursuant to the Listing Rules. 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 notify each new registered shareholder of the arrangement for dissemination of Corporate Communications by electronic means.

If a registered shareholder wishes to:

- (i) receive email notification of the publication of all future Corporate Communications on the Company’s website; or
- (ii) receive a printed copy of the latest published Corporate Communications in his/her selected language(s); or
- (iii) receive all future Corporate Communications in his/her selected language(s) 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 registered shareholder should **complete and return the relevant Request Form** in accordance with the instructions set out in the “Request Forms” section below.

**If the Company does not receive a duly completed and signed Request Form from a registered shareholder indicating his/her request to receive the Corporate Communications in printed form, he/she is deemed to have elected to exclusively receive all future Corporate Communications electronically through the Company's website, save for Actionable Corporate Communications, which will be sent to each shareholder individually.**

To ensure timely receipt of the latest Corporate Communications in electronic form, the Company **recommends registered shareholders to provide their current valid 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. If a registered shareholder provides his/her email address for receiving notification of publication of Corporate Communications, such instruction will remain valid until it has been revoked or superseded.

**If the Company does not receive a functional email address from a registered shareholder, until such time that a functional email address is provided to the Company's Registrars, such registered shareholder will (i) not be able to receive any email notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company's website and HKEX's website to keep up with the publication of Corporate Communications.**

Both English and Chinese versions of the Corporate Communications in printed form are available free of charge and will be sent to a registered shareholder's address as it appears in the Company's register of members upon receipt of his/her request in writing by completing and returning the relevant Request Form in accordance with the instructions set out in the "Request Forms" section below.

**(B) Arrangements for non-registered holders**

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 current valid email address(es) to their Intermediaries. **If the Company does not receive a functional email address from the Intermediaries, and until such time that a functional email address is provided, the relevant non-registered holders will (i) not be able to receive any email notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company's website and HKEX's website to keep up with the publication of Corporate Communications.**

If a non-registered holder wishes to:

- (i) receive a printed copy of the latest published Corporate Communications in his/her selected language(s); 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 should **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: September 2025)