



Name(s) and address of Non-registered holder(s): (Note 1)  
非登記持有人之姓名及地址: (附註1)

**Request Form 申請表格**

To: **Swire Properties Limited (the "Company")**  
(Stock Codes: 01972)  
c/o Computershare Hong Kong Investor Services Limited  
(the "Company's Registrars")  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong  
(or by email to: swireproperties.ecom@computershare.com.hk)

致: 太古地產有限公司(「公司」)  
(股份代號: 01972)  
經香港中央證券登記有限公司(「公司股份登記處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓  
(或電郵至: swireproperties.ecom@computershare.com.hk)

(Please mark "X" in the appropriate box(es) 請在適用的方格內劃上「X」號)

I/We would like to receive **printed copy(ies)** of the following in  English version  Chinese version  English and Chinese versions  
本人/吾等欲收取下列文件的**印刷本**的  英文本  中文本  英文和中文本

(i) All future Corporate Communications\* issued by the Company after the date of receipt of this Request Form by the Company's Registrars up to the time when the Company publishes its next annual report in the following year  
自公司股份登記處收到此申請表格至公司於翌年刊發下一份年度報告期間公司刊發的所有公司通訊\*

(ii) The latest published version of  Annual Report  Interim Report  
最近期刊發的  年度報告  中期報告

Full name(s) of Non-registered holder(s):  
非登記持有人姓名:

Signature(s): (Note 2)  
簽名: (附註2)

Contact number:  
聯絡電話: \_\_\_\_\_

Date:  
日期: \_\_\_\_\_

\* Corporate Communications are all documents issued by 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.  
公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件，包括但不限於年度和中期財務報告及其摘要報告及其中包含的所有報告及財務報表、會議通告、上市文件、通函及委任代表表格。

**NOTES 附註:**

- Please complete all your details clearly. Please specify your name and address clearly in CAPITAL LETTERS IN ENGLISH on the top left hand corner in this Request Form if you downloaded this form from the web.  
請清楚填寫 閣下之所有資料。倘若 閣下從網上下載本申請表格，請於申請表格左上方用英文正楷清楚註明 閣下的姓名及地址。
- This Request Form is to be completed by non-registered holders (a "non-registered holder" means such person or company 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).  
本申請表格是由本公司之非登記持有人(「非登記持有人」指本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知表示該等人士或公司希望收到公司通訊)填寫的。
- Any Request Form with no signature or otherwise incorrectly completed will be void.  
任何申請表格若未有簽署或在其他方面填寫不正確，則會作廢。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Request Form.  
為免存疑，在本申請表格上的任何額外指示，公司將不予處理。

**PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明:**

- "Personal Data" in this statement has the same meaning as "personal data" 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 Request Form will be used in connection with the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. 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 instruction and/or request as stated in this Request Form.  
閣下於本申請表格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及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。閣下是自願向公司提供個人資料。若 閣下未能提供足夠資料，公司可能無法處理 閣下在本申請表格上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to the Company's Registrars and/or other companies or bodies as necessary 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.  
公司可根據需要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股份登記處及/或其他公司或團體，並將適宜期間保留該等個人資料作核實及記錄用途。
- 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 should be in writing, by mail to the Hong Kong Privacy Officer of the Company's Registrars at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).  
閣下有權根據《私隱條例》的條文要求查閱及/或修改 閣下的個人資料。任何該等要求均須以書面方式郵寄至公司股份登記處(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.**  
閣下寄回此表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，無需支付郵費或貼上郵票。