



HARBOUR CENTRE DEVELOPMENT LIMITED

海港企業有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

Stock Code 股份代號：51

3 April 2024

To: Shareholders who have selected to receive Corporate Communications by Website Version

**Notification of Publication of Annual Report 2023;  
Circular dated 3 April 2024 relating to the Re-election of Directors,  
Revision of Annual Fees Payable to Directors, General Mandates for Buy-Back and Issue of Shares and  
Notice of Annual General Meeting (“AGM”); and Proxy Form  
(collectively, the “Current Corporate Communications”) and Sustainability Report 2023**

The English and Chinese versions of the Current Corporate Communications of Harbour Centre Development Limited (the “Company”) are now available on the Company’s website at [www.harbourcentre.com.hk](http://www.harbourcentre.com.hk). You may access the Current Corporate Communications by clicking “Investor Relations” on the home page of the Company’s website at [www.harbourcentre.com.hk](http://www.harbourcentre.com.hk), and then select “Annual Report” for the Annual Report 2023, or select “Announcement” for the Circular dated 3 April 2024 (which includes the AGM Notice) and the Proxy Form for 2024 AGM therein. The Company’s 2024 AGM will be held in Jade Room, 6th Floor, The Marco Polo Hongkong Hotel, 3 Canton Road, Kowloon, Hong Kong on Friday, 3 May 2024 at 11:15 a.m.

We would advise that you have chosen (or are deemed to have chosen) to receive the Current Corporate Communications by accessing them on the Company’s website. In the event that for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications on the Company’s website, the Company will, promptly upon your request, send the Current Corporate Communications to you in printed form free-of-charge. Furthermore, notwithstanding any choice of the means of receipt or language of corporate communications (viz. annual report, interim report, etc.) previously made by Shareholder(s) and communicated to the Company, Shareholder(s) is/are given the option (which may be exercised at any time by giving reasonable prior notice to the Company) of changing his/her/their choice from the use of electronic means (if previously so chosen) to receiving printed version(s) (or vice versa) in future, and/or changing or making the choice of printed language version(s) to English only, Chinese only or both English and Chinese for receiving corporate communications in future. Such notice of request should contain the full name(s) in English, address and contact telephone number of the relevant Shareholder(s), together with the relevant words regarding the request, and should be sent to the Company c/o the Company’s Share Registrar (the “Share Registrar”), Tricor Tengis Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, by post or by hand delivery, or via email to [harbourcentre-ecom@hk.tricorglobal.com](mailto:harbourcentre-ecom@hk.tricorglobal.com).

Sustainability Report 2023 of the Company, in both English and Chinese versions, is published in electronic form only and now accessible on the Company’s website at [www.harbourcentre.com.hk](http://www.harbourcentre.com.hk) (by clicking “Sustainability” under “About the Company” section on the home page) and Hong Kong Exchanges and Clearing Limited’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries in relation to this letter, please contact the Share Registrar’s Customer Service Hotline at (852) 2980-1333 between 9:00 a.m. and 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Harbour Centre Development Limited

**PERSONAL INFORMATION COLLECTION STATEMENT**

Your supply of your name(s) and other personal data is on a voluntary basis for the purpose of processing your instructions for receiving the corporate communications of the Company (the “Purposes”). We may transfer such data provided by you to the Share Registrar and agent(s) for the Purposes or such other parties who are authorised by law to request the information. The data will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or correction of the relevant personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) and any such request should be made in writing to the Personal Data Privacy Officer of Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

致：已選擇收取公司通訊網站版的股東

二〇二三年年報；

日期為二〇二四年四月三日有關重選董事、

修訂支付予董事的全年袍金、回購及發行股份的一般性授權及

股東週年大會通告之通函；及代表委任表格

(統稱為「是次公司通訊」)及二〇二三年可持續發展報告已予以刊發的通知

海港企業有限公司(「本公司」)是次公司通訊的英文及中文版本已上載到本公司網站[www.harbourcentre.com.hk](http://www.harbourcentre.com.hk)。如要閱覽是次公司通訊，請在本公司網站[www.harbourcentre.com.hk](http://www.harbourcentre.com.hk)的主頁按「投資者關係」欄，再按「年報」欄來閱覽二〇二三年年報，或按「公告」欄來閱覽日期為二〇二四年四月三日的通函(包括股東週年大會通告)及適用於二〇二四年股東週年大會的代表委任表格。本公司之二〇二四年股東週年大會將於二〇二四年五月三日(星期五)上午十一時十五分假座香港九龍廣東道3號馬哥孛羅香港酒店6樓翡翠廳舉行。

茲向閣下作出通知，閣下已選擇(或被視為已選擇)透過本公司網站收取是次公司通訊。閣下如因任何原因在收取或閱覽於本公司網站發布的是次公司通訊方面出現困難，本公司會應閣下的要求儘快向閣下免費送遞是次公司通訊的印刷本。此外，無論股東之前曾否對收取公司通訊(即年報、中期報告書等)之收取方式或語文版本作出任何選擇並將相關選擇通知本公司，股東皆擁有選擇權(可隨時向本公司發出合理時間的事先通知行使該選擇權)，以更改其日後收取公司通訊的選擇，包括就收取方式而言，由使用電子方式(若已曾作出該選擇)更改為收取印刷本(反之亦然)，及/或就收取印刷本的語文版本而言選擇或更改(為只收取英文版本，或只收取中文版本，或同時收取英文及中文版本)。相關要求通知須內載相關股東的英文全名、地址及聯絡電話號碼，以及要求的相關指示字句，以郵寄或人手送遞方式送達本公司(由本公司股份過戶登記處卓佳登捷時有限公司(「股份過戶登記處」)代收，其地址為香港夏慤道16號遠東金融中心17樓)，或電郵至[harbourcentre-ecom@hk.tricorglobal.com](mailto:harbourcentre-ecom@hk.tricorglobal.com)。

本公司的二〇二三年可持續發展報告(英文及中文版本)只以電子形式發布，並已上載到本公司網站[www.harbourcentre.com.hk](http://www.harbourcentre.com.hk)(可在主頁點擊「公司簡介」一欄下的「可持續發展」)及香港交易及結算有限公司網站[www.hkexnews.hk](http://www.hkexnews.hk)供閱覽。

如閣下對本函有任何疑問，請於星期一至五(香港公眾假期除外)上午九時至下午六時，致電股份過戶登記處客戶服務熱線(852) 2980-1333查詢。

海港企業有限公司

二〇二四年四月三日

**收集個人資料聲明**

閣下是自願提供閣下的姓名及其它個人資料，以用於處理閣下有關於收取本公司公司通訊的指示(「該等用途」)。我們可能就該等用途向股份過戶登記處及代理人，或其他獲法例授權而要求取得有關資料的人士轉交此等資料。閣下所提供的資料將保留一段時間，以便我們進行核實及記錄。閣下有權隨時按照香港法例第486章《個人資料(私隱)條例》要求存取及/或更正相關個人資料。任何有關要求均須以書面方式向卓佳登捷時有限公司(地址為香港夏慤道16號遠東金融中心17樓)的個人資料私隱主任提出。

Ref. 00051-4