

HARBOUR CENTRE DEVELOPMENT LIMITED

(Incorporated in Hong Kong with limited liability) Stock Code: 51

3 April 2024

Dear Shareholders,

Letter to New Registered Shareholders -Election of Means of Receipt and Language of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules"), the Companies Ordinance (Cap. 622 of the laws of Hong Kong) and the Articles of Association of Harbour Centre Development Limited (the "Company"), the Company will make available the following options for you to receive all future corporate communications of the Company (the "Corporate Communications"):

- to read all future Corporate Communications on the Company's website at www.harbourcentre.com.hk in lieu of receiving printed copies (the "Website Version"), and to receive by email (i) notifications of the publication of the Corporate Communications on the Company's website and (ii) all future actionable corporate communications² of the Company (the "Actionable Corporate Communications") in electronic form (collectively, the "Electronic Option"); or to receive printed English version only of all future Corporate Communications; or
- to receive printed Chinese version only of all future Corporate Communications; or
- to receive both the printed English and Chinese versions of all future Corporate Communications.

To minimise use of paper and to save printing and mailing costs, the Company recommends you to select the Electronic Option, i.e. (1) above. If you select the Electronic Option, you are required to provide a valid email address in the enclosed reply form (the "Reply Form") for the purpose of receiving (i) notifications of publication of all future Corporate Communications on the Company's website; and (ii) all future Actionable Corporate Communications in electronic form by email.

To make your election, please mark "\(\sigma \)" in the appropriate box on the Reply Form, sign and return it by post (no postage stamp is required if delivered within Hong Kong by using the mailing label provided therein) or by hand delivery 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.

If the Company does not receive a duly completed and signed Reply Form or a response indicating objection from you by 6 May 2024 and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing of your change of choice, you will be deemed to have consented to receive Corporate Communications by the Website Version. Notifications of the publication of the Corporate Communications on the Company's website and the Actionable Corporate Communications will be sent to you by post or email (if consent and valid email address have previously been provided) in future.

You may change your choice of means of receipt and/or language of the Corporate Communications at any time by reasonable prior notice in writing (delivered by post or by hand delivery) or by email to harbourcentre-ecom@hk.tricorglobal.com to the Company c/o the Share Registrar. If you have chosen (or are deemed to have chosen) the Website Version but for any reason have any difficulty in receiving or accessing to the Corporate Communications, the Company will, upon your written request to the Company c/o the Share Registrar or by email to harbourcentre-ecom@hk.tricorglobal.com, send the Corporate Communications in printed form to you free-of-charge.

Please note that your previous instructions (if any) to receive Corporate Communications in printed form will no longer apply. Printed copies of both English and Chinese versions of all future Corporate Communications of the Company will be available from the Company and the Share Registrar on request. The same will also be available on the Company's website at www.harbourcentre.com.hk for not less than five years from the date of first publication and on the website of Hong Kong Exchanges and Clearing Limited ("HKEX") at www.hkexnews.hk.

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 (by clicking "Sustainability" under "About the Company" section on the home page) and HKEX's website at 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).

> Yours faithfully, For and on behalf of **Harbour Centre Development Limited** Grace L C Ho Company Secretary

Ref. 00051-1

¹ "Corporate Communications" refer to annual/interim reports, notices, circulars, proxy forms of the Company, including any "Corporate Communication" as defined in the Listing Rules.

² "Actionable Corporate Communications" refer to any corporate communication from the Company that seeks instructions from Shareholders on how they wish to exercise their rights or make an election as the Shareholders of the Company. For the avoidance of doubt, notices of general meetings and proxy forms are not regarded as Actionable Corporate Communications.



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

Means of Receipt and Language of Corporate Communications

公司通訊之收取方式及語文版本

REPLY FORM 回覆表格

Harbour Centre Development Limited (the "Company") (Stock Code: 51) c/o Tricor Tengis Limited (the "Share Registrar") 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

海港企業有限公司(「本公司」) (股份代號:51) 由卓佳登捷時有限公司(「股份過戶登記處」)代收 香港夏慤道16號 遠東金融中心17樓

	would like to receive all future Corporate Communications' of the Company (the "Corporate Communications") in the manner as indicated below:
本人	<u>/吾等欲以下列所示方式收取本公司日後所有公司通訊⁵(「公司通訊」</u>):
	se mark "√" in ONLY ONE of the following boxes to indicate your choice and consent)
(請只	!選取下列 其中一個 空格劃上「√」號以示 閣下的選擇及同意)
	to read all future Corporate Communications on the Company's website at <u>www.harbourcentre.com.hk</u> in lieu of receiving printed copies, and to receive (i) notifications of the publication of the Corporate Communications on the Company's website and (ii) all future Actionable Corporate Communications of the Company (the "Actionable Corporate").
	Communications") in electronic form, through my/our email address below; OR

於本	公 [知]	引網: 及(ii)	站ww 本公	vw.ha	rbou 後所	rcen 有可	tre.c [供表	om.h K取行	<u>k</u> 閲 亍動	覽日	後月 通	「有々 負訊。	\ ([可	通訊 供 採	,以取行	代替 動	收取 内公	(印刷 司通	本, 訊])	及透 電子	题 版;	人下 > 或	本人	/吾	等之	電垂	『地 』	上收耳	以(i)	公司	通計	己在	本々	一司	司站到	後有
Ema	il Aa	dres	s 電 i	郵地 :	<u>t</u> :																															
(Plea	ase i	ise B	LOC	K CA	PITA	1L. 7	he C	omp	any v	vill s	end	to th	e em	ail a	ddres	s pre	ovide	d abo	ove (if any	v) onl	ly (i)	noti	ficati	ons o	of the	pub	licati	ion c	of the	Cor	pora	te Co	mmu	nicat	ion

(Please use BLOCK CAPITAL. The Company will send to the email address provided above (if any) only (i) notifications of the publication of the Corporate Communications on the Company's website and (ii) all future Actionable Corporate Communications in electronic form. If no email address is provided or the email address provided is not functional (where the system-generated "non-delivery message" is received), (i) a notification letter of the publication of the Corporate Communications on the Company's website and (ii) the Actionable Corporate Communications will be sent to you by post at your address as appears in the Company's register of members.)
(ii) 用正楷填寫。本公司只會經以上提供的電郵地址(知有)發送(i)公司通訊已在本公司網站發布之通知及(ii) 目後所有可供採取行動的公司通訊電子版。如 閣下未有提供電郵地址或所提供的電郵地址無效(即收到系统生成的「發送失敗訊息」),則會按 閣下在本公司股東名冊上所示之地址向 閣下郵寄(i)公司通訊已在本公司網站發布之通知函及(ii)可供採取行動的公司通訊。)
to receive printed English version only of all future Corporate Communications; OR
僅收取目後所有公司通訊之中文印刷本;或
to receive point the printed English and Chinese versions of all future Corporate Communications

to receive both the printed English and Chinese versions of all future Corporate Communications.

同時收取日後所有公司通訊之英文及中文印刷本

股東姓名

Please use BLOCK CAPITAL 請用正楷填寫

Contact telephone number 聯絡電話號碼

Name(s) of Shareholder(s)

Signature

- If the Company does not receive a duly completed and signed Reply Form or a response indicating objection from you by 6 May 2024 and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing of your change of choice, you will be deemed to have consented to read all future Corporate Communications on the Company's website only. Notifications of the publication of the Corporate Communications on the Company's website and the Actionable Corporate Communications will be sent to you by post in future. 如本公司第五日仍未收到 関下已填露及餐業宴會的回覆表格或表示反對的回應,則 関下將被視為已同意只於本公司網站閱覽日後所有公司通訊,直至 関下向本公司發出合理時間的書面事先通知(由股份過戶登記處代收)更改選擇為止。今後,公司通訊已在本公司網站發布的通知及可供採取行動的公司通訊會郵寄予 関下。
- If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid. 如 閣下的股份屬聯名持有,則就聯名持有相關股份在本公司股東名冊上名列首位的股東簽署本表格方為有效。
- The above instruction will apply to all future Corporate Communications and Actionable Corporate Communications to be sent to Shareholders of the Company until you notify the Company otherwise by giving the Company c/o the Share Registrar reasonable prior notice in writing or by email to harbourcentre-ecom@hk.tricorglobal.com. 上述指示適用於本公司目後向本公司接入使公司通讯及可供採取行動的公司通讯,直至 関下向本公司委员会理時間的書面事先通知或電郵至harbourcentre-ecom@hk.tricorglobal.com (均由股份過戶登記處代收) 通知本公司 関下作出其它選擇為止。
- You may change your choice of means of receipt and/or language of the Corporate Communications at any time by reasonable prior notice in writing or by email to harbourcentre-ecom@hk.tricorglobal.com to the Company c/o the Share Registrar. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.

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- "Corporate Communications" refer to annual/interim reports, notices, circulars, proxy forms of the Company, including any "Corporate Communication" as defined in the Listing Rules. 「公司通訊」指本公司的年報/中期報告書、通告、通由、代表委任表格(包括《上市規則》所界定的任何「公司通訊」)。
- "Actionable Corporate Communications" refer to any corporate communication from the Company that seeks instructions from Shareholders on how they wish to exercise their rights or make an election as the Shareholders of the Company, For the avoidance of doubt, notices of general meeting and proxy forms are not regarded as Actionable Corporate Communications. 「可供採取行動的公司通訊」指本公司任何涉及要求股東指示其擬如何行使其有關股東的權利或作出選擇的公司通訊。為免出現疑問,股東大會通告及代表委任表格不被視為可供採取行動的公司通訊。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your supply of your name(s) and other personal data is on a voluntary basis for the purpose of processing your instructions as stated in this Reply Form for receiving Corporate Communications (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, 関下長自願提供、関下的姓名及其它個人資料,以用於處理 関下在本回覆表格上所述有關收取公司通訊的指示(T該等用途力)。我們可能就該等用途力。我們可能就該等用途力。我們可能就該等用途力。或其他獲法例授權而要求取得有關資料の人士轉交此等資料。 関下所提供的資料看著法例常设置的企业等資料。 関下所提供的資料看著法例常设置的企业等通知,以便我们推行核算及記錄。 関下有權隨時按照香港法例等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(地址為香港夏鄉道16號速東金融中心17樓)的個人資料私隱主任提出。

Ref. 00051-2

Mailing Label 郵寄標籤

Tricor Tengis Limited 卓佳登捷時有限公司 Freepost No. 簡便回郵號碼10 GPO Hong Kong 香港 Harbour Centre Development Limited 海港企業有限公司(51)

Please cut and stick the mailing label (on the right) on the envelope to return this Reply Form to us.

No postage stamp is required for local mailing.

閣下寄回此回覆表格時,請將右方的郵寄標籤剪貼於信封上。 如在本港投寄, 閣下無需貼上郵票。