



**HARBOUR CENTRE DEVELOPMENT LIMITED**

(Incorporated in Hong Kong with limited liability)

(Stock Code: 51)

**CORPORATE COMMUNICATION REQUEST FORM**

To: **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

**Part A: Election of Means of Receipt and Language of Corporate Communications**

I/We would like to receive all future Corporate Communications<sup>6</sup> of the Company in the manner as indicated below:
(Please mark “✓” in ONLY ONE of the following boxes)

- to read all future Corporate Communications on the Company’s website at www.harbourcentre.com.hk 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<sup>7</sup> of the Company (the “Actionable Corporate Communications”) in electronic form through my/our email address below; OR

Email Address:

Grid for email address input

(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) notification letters of the publication of 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.)

- 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.

**Part B: Request for a Printed Version of Corporate Communications**

(Please mark “✓” in appropriate box(es) below)

I/We would like to request for a printed English version<sup>3</sup> and/or Chinese version<sup>3</sup> of the following Corporate Communication(s) of the Company:

- Annual Report (latest published version)
Interim Report (latest published version)
Circular dated (please specify the date of the circular)<sup>2</sup>:
Others (please specify)<sup>2</sup>:

(IMPORTANT NOTE: In support of environmental protection, Shareholders are reminded not to request for any Corporate Communications of which they have been in receipt previously.)

Name(s) of Shareholder(s) Signature
Please use BLOCK CAPITAL

Address
Please use BLOCK CAPITAL

Contact telephone number Date

- Notes:
1. The above instruction under Part A of this request form will only apply to all future Corporate Communications to be sent to you until you notify the Company otherwise, by giving the Company c/o the Share Registrar reasonable prior notice in writing by completing and submitting this request form to change your choice (delivered by post or hand delivery), or by email to harbourcentre-ecom@hk.tricorglobal.com.
2. The above instruction under Part B of this request form will only apply to Corporate Communications published by the Company within one year. Request of Corporate Communications published more than one year will not be accepted.
3. If no choice of language is indicated, you will be deemed to have selected to receive the English version of the Corporate Communication(s).
4. 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 request form in order to be valid.
5. For the avoidance of doubt, we do not accept any special instructions written on this request form.
6. “Corporate Communications” refer to annual/interim reports, notices, circulars, proxy forms of the Company, including any “Corporate Communication” as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.
7. “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 Actionable Corporate Communications.

**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 as stated in this request for receiving the Corporate Communications (the “Purposes”). We may transfer such data provided by you to our 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.

Please cut and stick the mailing label (on the right) on the envelope to return this request form to us.
No postage stamp is required for local mailing.

Mailing Label
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)