
NOTIFICATION LETTER – ANNUAL GENERAL MEETING

25 October 2021

Dear Registered Shareholder,

The 2021 annual general meeting (the “AGM”) will be held at Meeting Room N201 (Expo Drive Entrance), Level 2, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong on Tuesday, 23 November 2021 at 11:45 a.m..

The Company will conduct a hybrid AGM this year in light of the COVID-19 pandemic and to safeguard shareholders’ health and safety. You have the option to attend the AGM online in addition to attending the AGM in person physically and to appoint your proxy electronically instead of physical submission.

1. Online Attendance

This year, in addition to physical attendance, you have the option of attending and voting at the AGM through online access to the Tricor e-Meeting System. If you attend the AGM online, you will be able to view a live broadcast of the AGM, cast your vote on the resolutions in real time and submit online questions to the Company. The Tricor e-Meeting System will be open for shareholders to log in from 11:15 a.m. on 23 November 2021 (i.e. approximately 30 minutes prior to the commencement of the AGM). You can access the Tricor e-Meeting System by scanning the QR code above or visiting the designated URL (<https://spot-meeting.tricor.hk/#/17>). Please refer to the Company’s circular dated 25 October 2021 for details of the AGM arrangements.

Please use the above username and password to log in and refer to the User Guide for e-Meeting available at the designated URL (<https://spot-meeting.tricor.hk/#/17>). For corporate shareholders, please contact the Company’s share registrar, Tricor Tengis Limited (the “Share Registrar”), hotline at (852) 2975 0928 by 5:00 p.m., 18 November 2021 for the necessary arrangements (including the activation of the password).

2. e-Proxy Submission

In addition to the physical submission of your form of proxy, you have the option to submit your proxy appointment electronically. If you would like to submit your proxy appointment in electronic form, you can access the Tricor e-Meeting System by scanning the QR code or visiting the designated website above from 25 October 2021 up to but not later than 11:45 a.m. on 20 November 2021.

You must provide a valid email address of your proxy (except when the chairman of the AGM is appointed as your proxy) to the Share Registrar by calling its hotline at (852) 2975 0928 by 5:00 p.m. on 18 November 2021 for the necessary arrangements if your proxy wishes to attend the AGM and vote online. If no email address is provided, your proxy cannot attend the AGM and vote online. The email address so provided will be used by the Share Registrar for providing the login details for attending and voting at the AGM via the Tricor e-Meeting System.

For corporate shareholders who wish to (1) appoint proxy electronically to attend and vote at the AGM on your behalf or (2) appoint the corporate representative to attend the AGM and to vote online, please contact the Share Registrar hotline at (852) 2975 0928 by 5:00 p.m., 18 November 2021 for the necessary arrangements (including the activation of the password).

In view of the ongoing COVID-19 pandemic, instead of attending the AGM in person physically, you may consider either (a) appointing the chairman of the AGM as your proxy to vote at the AGM or (b) attending AGM online.

Please call the Share Registrar hotline at (852) 2975 0928 from 9:00 a.m. to 5:00 p.m. (Monday to Friday, excluding Hong Kong public holidays) or email to emeeting@hk.tricorglobal.com, if you have any queries on the above.

Please keep the login details in safe custody for use at the AGM and do not disclose them to anyone else.

Yours faithfully,
For and on behalf of
New World Development Company Limited
(新世界發展有限公司)
Wong Man-Hoi
Company Secretary