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## NOTIFICATION LETTER — EXTRAORDINARY GENERAL MEETING

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13 October 2023

Dear Registered Shareholder,

The extraordinary general meeting (the “EGM”) will be held at Meeting Room S224 (Harbour Road Entrance), Level 2, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong on Thursday, 2 November 2023 at 11:30 a.m..

The Company will conduct a hybrid EGM. You have the option to attend the EGM online in addition to attending the EGM in person physically and to appoint your proxy electronically instead of physical submission.

### 1. Online Attendance

In addition to physical attendance, you have the option of attending and voting at the EGM through online access to the Tricor e-Meeting System. If you attend the EGM online, you will be able to view a live broadcast of the EGM, 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 11:00 a.m. on 2 November 2023 (i.e. approximately 30 minutes prior to the commencement of the EGM). You can access the Tricor e-Meeting System by scanning the QR code above or visiting the designated URL (<https://spot-emeeting.tricor.hk/#/222>). Please refer to the Company’s circular dated 13 October 2023 for details of the EGM 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-emeeting.tricor.hk/#/222>). 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., 30 October 2023 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 13 October 2023 up to but not later than 11:30 a.m. on 31 October 2023.

You must provide a valid email address of your proxy (except when the chairman of the EGM is appointed as your proxy) to the Share Registrar if your proxy wishes to attend the EGM and vote online. If no email address is provided, your proxy cannot attend the EGM 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 EGM via the Tricor e-Meeting System.

For corporate shareholders who wish to (1) appoint proxy electronically to attend and vote at the EGM on your behalf or (2) appoint the corporate representative to attend the EGM and to vote online, please contact the Share Registrar hotline at (852) 2975 0928 by 5:00 p.m., 30 October 2023 for the necessary arrangements (including the activation of the password).

Instead of attending the EGM in person physically, you may consider either (a) appointing the chairman of the EGM as your proxy to vote at the EGM or (b) attending EGM 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](mailto:emeeting@hk.tricorglobal.com), if you have any queries on the above.

**Please keep the login details in safe custody for use at the EGM 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