



# SOUTHEAST ASIA PROPERTIES & FINANCE LIMITED

## 華信地產財務有限公司

(incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股份代號 : 252)

### NOTIFICATION LETTER 通知信函

Dear Shareholder,

31 July 2024

The following document(s) of Southeast Asia Properties & Finance Limited (the “Company”) has/have been prepared in English and Chinese and is/are available on the websites of the Company at [www.seapnf.com.hk](http://www.seapnf.com.hk) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (collectively the “Websites”):-

- **Annual Report 2023/2024**
- **Circular dated 31 July 2024 in relation to proposed general mandates to issue and repurchase shares, proposed re-election of directors; and notice of annual general meeting**
- **Form of Proxy (Annual General Meeting will be held on 23 August 2024)**  
(If you have previously requested to receive Corporate Communication(s)<sup>(Note)</sup> in printed form, the printed copy (or copies) is/are enclosed.)

To ensure timely receipt of the latest Corporate Communications, the Company recommends you to provide your functional email address by completing, signing and returning the Reply Form printed on the reverse side (the “Reply Form”) by post or by hand to the Company c/o the Company’s Share Registrar, Union Registrars Limited (the “Share Registrar”) at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King’s Road, North Point, Hong Kong. If you post the Reply Form within Hong Kong, you may use the mailing label at the bottom of the Reply Form and need not affix a stamp. Otherwise, please affix an appropriate stamp.

You may at any time send your request in writing to the Company (c/o its Share Registrar at the above address or by email to [252-corpcomm@unionregistrars.com.hk](mailto:252-corpcomm@unionregistrars.com.hk)) to request for printed copies of the Corporate Communications. If you have received notification of the publication of the Corporate Communications on the Websites and for any reason have difficulty in gaining access to the Corporate Communications on the Websites, the Company will upon request send the Corporate Communications to you in printed form free of charge. For the details of arrangement regarding request for printed copy of the Corporate Communications, please visit the Company’s website.

Should you have any queries in relation to this letter, please call the Share Registrar at (852) 2849 3399 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding public holidays.

Yours faithfully,

Southeast Asia Properties & Finance Limited

*Note: Corporate Communications include, but not limited to (a) directors’ report, annual accounts together with auditors’ report and, where applicable, summary financial report; (b) interim report and, where applicable, summary interim report; (c) notice of meeting; (d) a listing document; (e) circular; and (f) proxy form.*

各位股東：

華信地產財務有限公司(「本公司」)下述文件已編制中、英文版本及於本公司之網站 [www.seapnf.com.hk](http://www.seapnf.com.hk) 及香港聯合交易所有限公司之網站 [www.hkexnews.hk](http://www.hkexnews.hk) (統稱「相關網站」) 刊載:-

- **2023/2024 年報**
- **日期為 2024 年 7 月 31 日有關建議發行及購回股份之一般授權、建議重選董事及股東週年大會通告之通函**
- **委任代表表格(股東週年大會將於 2024 年 8 月 23 日舉行)**  
(若閣下曾要求以印刷方式收取公司通訊<sup>(附註)</sup>，上述文件之印刷本已隨本函附上。)

為確保及時收到最新的公司通訊，本公司建議閣下透過填妥及簽署本函背頁之回條(「回條」)來提供閣下有效的電郵地址，並寄回或親身交回本公司的股份過戶登記處聯合證券登記有限公司(「股份過戶登記處」)，地址為香港北角英皇道338號華懋交易廣場2期33樓3301-04室。倘若閣下在香港投寄回條，可使用回條下方的郵寄標籤而毋須貼上郵票；否則，請貼上適當的郵票。

閣下可以隨時以書面通知本公司(經本公司之股份過戶登記處上述地址或電郵地址 [252-corpcomm@unionregistrars.com.hk](mailto:252-corpcomm@unionregistrars.com.hk) 發送)要求收取公司通訊之印刷本。倘若閣下已收到有關在相關網站上發佈公司通訊的通知，但因任何原因而難以在相關網站上查閱公司通訊，本公司將於收到閣下要求後免費寄上所需要公司通訊之印刷本。有關索取公司通訊之印刷本安排之詳情，請瀏覽本公司網站。

閣下若對本信函有任何疑問，請在辦公時間(星期一至星期五上午9時正至下午5時正，公眾假期除外)內致電股份過戶登記處(852) 2849 3399查詢。

華信地產財務有限公司  
謹啟

2024年7月31日

附註：「公司通訊」包括，但不限於(a)董事會報告、年度賬目連同核數師報告以及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函及(f)委任代表表格。

Name(s) and Address of Shareholder(s)  
股東姓名及地址

## Reply Form 回條

To: Southeast Asia Properties & Finance Limited  
(the "Company") (Stock Code: 252)  
c/o Union Registrars Limited  
Suites 3301-04, 33/F., Two Chinachem Exchange Square  
338 King's Road, North Point, Hong Kong

致：華信地產財務有限公司  
(「本公司」)(股份代號：252)  
經聯合證券登記有限公司  
香港北角英皇道338號  
華懋交易廣場2期33樓3301-04室

(Please choose **ONLY ONE** and 「√」 in the box of the options below) (請僅以「√」號選擇以下選項中其中一項)

### Part A 甲部

I/We would like to receive a **notification by email** to the email address below when each corporate communication of the Company ("Corporate Communication(s)"<sup>\*)</sup> is made available on the websites of the Company at [www.seapnf.com.hk](http://www.seapnf.com.hk) and The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (collectively "Websites"):

本人/我們希望當每次本公司在本公司網站 [www.seapnf.com.hk](http://www.seapnf.com.hk) 及香港聯合交易所有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk) (以下統稱「**相關網站**」) 發布本公司公司通訊(「**公司通訊**」)時收取發送以下電郵地址的**電郵通知**:

Email Address  
電郵地址

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(The Company will send to the email address provided above (if any) with a notification of the availability of each Corporate Communication on the Websites. If no email address or invalid email address is provided, a printed notification letter of the publication of the Corporate Communication on the Websites will be sent to you. Please provide a valid email address in English CAPITAL LETTERS and the email address is used for notification of publication of Corporate Communications only.)

(每次於相關網站登載公司通訊時，本公司將發送電郵通知至以上提供之電郵地址(如有)。如未有提供電郵地址或電郵地址無效，則會發出公司通訊已在相關網站刊發的通知信函印刷本予閣下。請以英文正楷填寫有效電郵地址，以上電郵地址僅供用作通知公司通訊已發布。)

### Part B 乙部

I/We would like to receive **current and all future** Corporate Communication in printed form in both English and Chinese.  
本人/我們希望收取**本次和所有日後**公司通訊之英文及中文印刷本。

Name(s) : (English)  
姓名 : (英文) \_\_\_\_\_  
(Please use **BLOCK CAPITALS**)

(Chinese)  
(中文) \_\_\_\_\_  
(請用**正楷**填寫)

Address : \_\_\_\_\_  
地址 : \_\_\_\_\_

Signature(s) : \_\_\_\_\_  
簽名 : \_\_\_\_\_

Contact telephone number : \_\_\_\_\_  
聯絡電話號碼 : \_\_\_\_\_

Date : \_\_\_\_\_  
日期 : \_\_\_\_\_

#### Notes 附註

- Please complete all your details clearly.  
請 閣下清楚填寫所有資料。
- 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.  
如屬聯名股東，則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing to the Share Registrar, Union Registrars Limited at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong or by email to [252-corpcomm@unionregistrars.com.hk](mailto:252-corpcomm@unionregistrars.com.hk).  
上述指示將適用於寄發予本公司股東之所有日後公司通訊，直至閣下發出合理時間的書面通知或電郵至 [252-corpcomm@unionregistrars.com.hk](mailto:252-corpcomm@unionregistrars.com.hk) 通知股份過戶登記處聯合證券登記有限公司(地址為香港北角英皇道338號華懋交易廣場2期33樓3301-04室)另作選擇為止。
- For the avoidance of doubt, we do not accept any additional instructions written on this Reply Form.  
為免存疑，任何在本回條上的額外書面指示，本公司將不予處理。

#### PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong ("PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address. Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal 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 Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by mail to Privacy Compliance Officer of Union Registrars Limited.

#### 收集個人資料聲明

本聲明中之「個人資料」相等於香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)所定義之「個人資料」，當中可能包括但不限於閣下之姓名、聯絡電話號碼、電郵地址及郵寄地址。閣下是自願提供個人資料，以便按閣下選擇之方式收取公司通訊。本公司將在有需要之期間保存閣下之個人資料作核實及記錄用途。閣下有權根據《私隱條例》中的條款，查閱及/或修改閣下之個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式郵寄至聯合證券登記有限公司之私隱條例事務主任。

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

No postage stamp necessary if posted in Hong Kong.

閣下寄回此回條時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

#### MAILING LABEL 郵寄標籤

Union Registrars Limited

聯合證券登記有限公司

Freepost No. 簡便回郵號碼: 37 WCH

Hong Kong 香港