

# LONGFOR<sup>1</sup>

## 龙湖

### LONGFOR GROUP HOLDINGS LIMITED

### 龍湖集團控股有限公司

(Incorporated in Cayman Islands with limited liability)

(在開曼群島註冊成立之有限公司)

(Hong Kong Stock Code / 香港股份代號: 960)

#### NOTIFICATION LETTER 通知信函

12 January 2024

Dear Non-registered Shareholder <sup>(Note 1)</sup>,

#### Longfor Group Holdings Limited (the "Company")

#### Notice of Publication of Circular for Scrip Dividend Scheme in Relation to the 2023 Interim Dividend (the "Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at [www.longfor.com](http://www.longfor.com) and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at [www.hkexnews.hk](http://www.hkexnews.hk) ("Online Version").

A notice of publication of the Online Version, in both English and Chinese, will be sent by the Company to the Non-Registered Shareholders by post on the publication date of the Current Corporate Communication. In support of electronic communication by email, the Company recommends you to liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares of the Company are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

If you would like to receive the Current Corporate Communication in printed form, please complete the Request Form on the reverse side of this letter and return it by using the enclosed mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited (the "Hong Kong Branch Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. The Request Form may also be downloaded from the Company's website at [www.longfor.com](http://www.longfor.com) or the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk).

Please note that your instruction on the Request Form will apply to all future Corporate Communication <sup>(Note 2)</sup> to be sent to you until you notify the Hong Kong Branch Share Registrar to the contrary or unless you have at anytime ceased to have shareholdings in the Company.

Should you have any queries relating to the content of this letter, please call the telephone hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding public holidays) or send an email to [longfor-ecom@hk.tricorglobal.com](mailto:longfor-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Longfor Group Holdings Limited**  
**Chen Xuping**  
Chairman

#### Notes:

- This letter is addressed to Non-registered Shareholders ("Non-registered Shareholder" means such person or company whose shares in the Company are held in The Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.
- Corporate Communication refer to any document issued or to be issued by the Company including but not limited to: (a) the directors' report, its annual financial statements together with a copy of the auditor's report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a form of proxy.

各位非登記股東 <sup>(附註1)</sup> :

#### 龍湖集團控股有限公司 (「本公司」)

#### 刊發有關二零二三年度中期股息之以股代息計劃之通函 (「本次公司通訊」) 之發佈通知

本公司的本次公司通訊的中、英文版本已上載於本公司網站 ([www.longfor.com](http://www.longfor.com)) 及香港聯合交易所有限公司 (「聯交所」) 之網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) (「網上版本」)。

本公司將於本次公司通訊刊發日期通過郵寄方式向非登記股東發送網上版本的中、英文版本登載通知。為支援通過電子郵件方式進行電子通訊，本公司建議閣下聯絡代閣下持有本公司股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

如閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的指示回條，並使用隨附之郵寄標籤(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)將指示回條寄回本公司於香港的股份登記及過戶分處，即卓佳證券登記有限公司(「香港股份過戶登記分處」)(地址為香港夏慤道16號遠東金融中心17樓)。指示回條亦可於本公司網站 ([www.longfor.com](http://www.longfor.com)) 或聯交所網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 內下載。

請注意閣下填寫於指示回條上的指示將適用於日後發送予閣下之所有公司通訊 <sup>(附註2)</sup>，直至閣下通知香港股份過戶登記分處作另外安排或閣下在任何時候不再持有本公司之股份。

如閣下對本函內容有任何疑問，請致電香港股份過戶登記分處熱線電話(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午9時正至下午5時正或發送電郵至 [longfor-ecom@hk.tricorglobal.com](mailto:longfor-ecom@hk.tricorglobal.com)。

代表  
龍湖集團控股有限公司  
主席  
陳序平  
謹啟

二零二四年一月十二日

#### 附註:

- 此函件乃向本公司之非登記股東(「非登記股東」指所持有之本公司股份已存放於中央結算及交收系統的人士或公司，這些股東通過香港中央結算有限公司不時向本公司發出通知，表示欲收到公司通訊)發出。如閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及背面的指示回條。
- 公司通訊指本公司發出或將發出的任何文件，包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及(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)代表委任表格。

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(Hong Kong Stock Code/香港股份代號: 960)

#### Request Form 指示回條

To: **Longfor Group Holdings Limited (the "Company")**  
(Hong Kong Stock Code: 960)  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: 龍湖集團控股有限公司(「本公司」)  
(香港股份代號: 960)  
經卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

I/We would like to receive the Current Corporate Communication and all future Corporate Communication (collectively "all Corporate Communication") in the manner as indicated below:

本人/我們希望以下列方式收取本次公司通訊及日後的所有公司通訊(統稱「所有公司通訊」):

(Please tick the following box)

(請從下列選擇中空格內劃上「✓」號)

to receive printed copy of all Corporate Communication.  
收取所有公司通訊之印刷本一份。

Name(s) of Shareholder(s)\*

股東姓名\*

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

Signature

簽名

Address\*

地址\*

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

Contact telephone number (Optional)

聯絡電話號碼(可選擇是否填寫)

Date

日期

\* You are required to fill in the details if you download this Form from the Company's website or the website of The Stock Exchange of Hong Kong Limited.  
假如閣下從本公司或香港聯合交易所有限公司之網站下載本回條,請必須填上有關資料。

Notes: 附註:

- Please complete all your details clearly.  
請清楚填妥閣下所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.  
如在本回條未有作出選擇、或未有簽署、或在其他方面填寫不正確,則本回條將會作廢。
- For the avoidance of doubt, we do not accept any additional instructions on this Request Form.  
為免存疑,本公司將不會處理任何在本指示回條上的額外指示。

Please cut the mailing label and stick it  
on an envelope to return this Request Form to us.  
閣下寄回此更改指示回條時,請將郵寄標籤剪貼於信封上。

No postage stamp is required if posted in Hong Kong  
如在本港投寄毋須貼上郵票

**Tricor Investor Services Limited**  
**卓佳證券登記有限公司**  
**Freeport No. 簡便回郵號碼: 10 GPO**  
**Hong Kong 香港**  
**Longfor Group Holdings Limited (960)**