



萬科置業(海外)有限公司  
Vanke Property (Overseas) Limited

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code: 01036) (股份代號: 01036)

NOTIFICATION LETTER 通知信函

Dear Shareholder,

30 September 2019

**Vanke Property (Overseas) Limited (the “Company”)**

**- Notice of Publication of Circular for Extraordinary General Meeting on 31 October 2019 and Form of Proxy (the “Current Corporate Communication”)**

The English and Chinese versions of the Current Corporate Communication are available on, and may be accessed under the “Financial Information & Announcements” section of the Company’s website at [www.vankeoverseas.com](http://www.vankeoverseas.com) and are also available on the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk). If you have elected to receive Corporate Communications<sup>#</sup> in printed form, the printed form (or forms) of the Current Corporate Communication is (or are) enclosed.

If you would like (i) to receive future Corporate Communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form) or (ii) to change the language in which you receive Corporate Communications in printed form, please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand to the Company c/o the Company’s share registrar in Hong Kong (the “Hong Kong Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Change Request Form to [vankeoverseas.ecom@computershare.com.hk](mailto:vankeoverseas.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company’s website at [www.vankeoverseas.com](http://www.vankeoverseas.com) or the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have elected (or are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company’s website and for any reason have difficulty in obtaining access to Corporate Communications on the Company’s website, the Company will upon request send the Current Corporate Communication to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (sent to the Hong Kong Share Registrar at the above address or by email to [vankeoverseas.ecom@computershare.com.hk](mailto:vankeoverseas.ecom@computershare.com.hk)) elect (i) to receive future Corporate Communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form) or (ii) to change the language in which you receive Corporate Communications in printed form.

Should you have any questions in relation to this letter, please call the telephone hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By order of the Board  
**Vanke Property (Overseas) Limited**  
**Que Dongwu**  
Executive Director and  
Chief Executive Officer

<sup>#</sup> Corporate Communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim reports (and all reports and financial statements contained in them), notices of meetings, listing documents, circulars and forms of proxy.

各位股東：

**萬科置業(海外)有限公司(「公司」)**

**- 於二零一九年十月三十一日舉行之股東特別大會通函及委任表格(「本次公司通訊」)之發佈通知**

本次公司通訊之中，英文版本已上載於公司網站([www.vankeoverseas.com](http://www.vankeoverseas.com))之“財務資料及公告”網頁及香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))，歡迎查閱。如閣下已選擇收取公司通訊<sup>#</sup>之印刷本，本次公司通訊隨本函附上。

如閣下欲(i)收取公司將來的公司通訊之印刷本，以取代於公司網站登載的電子本(或收取於公司網站登載的電子本，以取代印刷本)或(ii)更改所收取的公司通訊印刷本的語言版本，請閣下填妥在本函背面的變更申請表，並在變更申請表上簽名，然後把變更申請表寄回或親手交回公司之香港證券登記處香港中央證券登記有限公司(「香港證券登記處」)，地址為香港灣仔皇后大道東183號合和中心17M樓。倘若閣下在香港投寄，可使用變更申請表內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可把已填妥之變更申請表的掃描副本電郵至 [vankeoverseas.ecom@computershare.com.hk](mailto:vankeoverseas.ecom@computershare.com.hk)。變更申請表可於公司網站([www.vankeoverseas.com](http://www.vankeoverseas.com))或香港聯合交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下已選擇(或被視為已同意)收取於公司網站登載的本次公司通訊電子本，惟因任何事故查閱公司通訊上出現困難，只要閣下提出要求，公司將儘快寄上所要求的本次公司通訊的印刷本，費用全免。

閣下可以隨時透過香港證券登記處以書面方式寄送至上述地址或電郵至 [vankeoverseas.ecom@computershare.com.hk](mailto:vankeoverseas.ecom@computershare.com.hk) 向公司作合理通知，選擇(i)收取公司將來的公司通訊之印刷本，以取代於公司網站登載的電子本(或收取於公司網站登載的電子本，以取代印刷本)或(ii)更改所收取的公司通訊印刷本的語言版本。

閣下如有任何與本函內容有關的疑問，請致電香港證券登記處電話熱線(852) 2862 8688，辦公時間為星期一至星期五(公眾假期除外)上午9時正至下午6時正。

承董事會命  
**萬科置業(海外)有限公司**  
**關東武**  
執行董事兼首席執行官

二零一九年九月三十日

<sup>#</sup> 公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件，包括但不限於年度和中期報告及其摘要報告(及其中包含的所有報告及財務報表)、會議通告、上市文件、通函及代表委任表格。



Name(s) and address of Shareholder(s):  
股東之姓名及地址:

## Change Request Form 變更申請表

To: **Vanke Property (Overseas) Limited (the "Company")**  
(Stock Code: 01036)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wan Chai, Hong Kong

致: **萬科置業(海外)有限公司(「公司」)**  
(股份代號: 01036)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號合和中心 17M 樓

I/We have received the Current Corporate Communication (as defined on the reverse side of this form) in the English language, the Chinese language or in both languages or have elected (or am/are deemed to have elected) to receive the Current Corporate Communication in electronic form on the Company's website.  
本人/我們已收取本次公司通訊(定義見本表格背面)之英文/中文印刷本或已選擇(或被視為已選擇)收取於公司網站登載的本次公司通訊電子本。

**Part A** I/We would like to receive a printed version of the Current Corporation Communication of the Company in the manner as indicated below:

**甲部** 本人/我們現欲以下列方式收取本公司本次公司通訊之語言印刷本:

(Please mark **ONLY ONE "X"** of the following boxes 請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- I/We would like to receive the Current Corporate Communication **in the English language only.**  
本人/我們現欲收取本次公司通訊之**英文本**。
- I/We would like to receive the Current Corporate Communication **in the Chinese language only.**  
本人/我們現欲收取本次公司通訊之**中文本**。
- I/We would like to receive the Current Corporate Communication **both in the English language and in the Chinese language.**  
本人/我們現欲收取本次公司通訊之**英文和中文本**。

**Part B** I/We would like to change the way in which I/we receive future Corporate Communications from the Company in the manner indicated below:

**乙部** 本人/我們現欲變更以下列方式收取公司將來的公司通訊:

(Please mark **ONLY ONE "X"** of the following boxes 請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- in electronic form on the Company's website; **OR**  
收取於公司網站登載的電子本; **或**
- in printed form **in the English language ONLY**; **OR**  
僅收取**英文**印刷本; **或**
- in printed form **in the Chinese language ONLY**; **OR**  
僅收取**中文**印刷本; **或**
- in printed form **both in the English language and in the Chinese language.**  
同時收取**英文及中文**印刷本。

Signature(s)  
簽署

Contact Phone Number  
聯絡電話號碼

Date  
日期

**Notes 附註:**

- Please complete all your details clearly. Please specify your name and address in ENGLISH BLOCK LETTERS on the top left hand corner of this Request Form if you download this form from the web.  
請閣下清楚填寫所有資料。倘若閣下從網上下載本申請表格, 請於本表格左上方用英文正楷註明閣下的姓名及地址。
- 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 Change Request Form in order to be valid.  
如屬聯名股東, 則本變更申請表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。
- Any form with more than one box marked "X", with no box marked "X", with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
為免存疑, 任何在本變更申請表上的額外手寫指示, 本公司將不予處理。
- Please note that English and Chinese versions of all the Company's Corporate Communications which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company's Corporate Communications are also available on the Company's website (www.vankeoverseas.com) for five years from the date of first publication.  
公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本, 可供索取。所有公司通訊中、英文版亦由首次登載日期起計5年內載於公司網站(www.vankeoverseas.com)上。

# Corporate Communications are all documents issued by the Company to holders of its securities for their information or action and include (but are not limited to) full and summary annual and interim reports (and all reports and financial statements contained in them), notices of meetings, listing documents, circulars and forms of proxy.  
公司通訊乃公司向其證券持有人發出以供參照或採取行動的任何文件, 包括但不限於年度和中期報告及其摘要報告(及其中包含的所有報告及財務報表)、會議通告、上市文件、通函及代表委任表格。

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閣下寄回此更改指示回條時, 請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。  
Please cut the mailing label and stick this on the envelope  
to return this Change Request Form to us.  
No postage stamp necessary if posted in Hong Kong.

**郵寄標籤 MAILING LABEL**

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong