



**SF Real Estate Investment Trust**  
**順豐房地產投資信託基金**

*(a collective investment scheme authorised under section 104 of the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong))*

**(Stock Code: 2191)**

**Managed by**  
**SF REIT Asset Management Limited**

**Dissemination of Corporate Communications<sup>1</sup>**

Pursuant to Rule 2.07A<sup>2</sup> of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**Listing Rules**”), SF Real Estate Investment Trust (“**SF REIT**”) will disseminate the future Corporate Communications to its Unitholders<sup>3</sup> electronically and only send Corporate Communications in printed form to the Unitholders upon request.

In this connection, the following arrangements will come into effect from the date hereof.

**ARRANGEMENTS**

**1. Actionable Corporate Communications<sup>4</sup>**

SF REIT will send the Actionable Corporate Communications to its Unitholders individually in electronic form by email. If SF REIT does not possess the email address of a Unitholder or the email address provided is not functional<sup>5</sup>, SF REIT will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Unitholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

## **2. Corporate Communications**

SF REIT will make the Corporate Communications available on its website ([www.sf-reit.com](http://www.sf-reit.com)) and the Stock Exchange's website ([www.hkexnews.hk](http://www.hkexnews.hk)).

A notice of publication of the Website Version<sup>6</sup> of Corporate Communications, in both English and Chinese, will be sent by SF REIT to Unitholders by email or by post (if SF REIT does not possess the functional email address of a Unitholder) on the publication date of the Corporate Communications.

### **PROVISION OF UNITHOLDER'S EMAIL ADDRESS TO SF REIT**

In support of electronic communication by email, SF REIT recommends its Unitholders to provide SF REIT with their email address at any time in the future by reasonable notice in writing to the unit registrar of SF REIT, Tricor Investor Services Limited (the “**Unit Registrar**”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to [sfreit2191-ecom@hk.tricorglobal.com](mailto:sfreit2191-ecom@hk.tricorglobal.com).

It is the responsibility of the Unitholders to provide email address that is functional. If SF REIT does not possess the email address of a Unitholder or the email address provided is not functional, SF REIT will act according to the above arrangements. SF REIT will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Unitholder without receiving any “non-delivery message”.

### **REQUEST FOR CORPORATE COMMUNICATIONS AND ACTIONABLE CORPORATE COMMUNICATIONS IN PRINTED FORM**

For those Unitholders who wish to receive a printed version of all future Corporate Communications and Actionable Corporate Communications or, if for any reason, have difficulty in gaining access to SF REIT's website, SF REIT will, upon receipt of request in writing by the Unitholder to the Unit Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to [sfreit2191-ecom@hk.tricorglobal.com](mailto:sfreit2191-ecom@hk.tricorglobal.com), send future Corporate Communications and Actionable Corporate Communications to such Unitholders in printed form free of charge.

Please note that the preference in receiving Corporate Communications and Actionable Corporate Communications in printed form of a Unitholder will be valid unless being revoked or superseded or until expired at the end of each financial year of SF REIT (whichever is earlier). Further request in writing will be required if a Unitholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.

### **Dissemination of Corporate Communications to Non-registered Unitholders<sup>7</sup>**

If Non-registered Holders wish to receive a notice of publication of the Website Version or a printed version of all future Corporate Communications, they should liaise with their bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which their units are held for necessary arrangements.

Notes:

1. “Corporate Communications” means any document(s) issued or to be issued by SF REIT for the information or action of its Unitholders, including but not limited to (a) annual accounts together with the independent auditor’s report; (b) interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.
2. With effect from 31 December 2023, Rule 2.07A of the Listing Rules requires listed issuers to disseminate all corporate communications electronically to the extent permitted under all applicable laws and regulations.
3. “Unitholder(s)” means holder(s) of unit(s) of SF REIT.
4. “Actionable Corporate Communications” means any corporate communications that seek instructions from the Unitholders of SF REIT on how they wish to exercise their rights or make elections as SF REIT’s Unitholders.
5. It is the responsibility of a Unitholder to provide email address that is functional. SF REIT will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Unitholder without receiving any “non-delivery message”.
6. “Website Version” means the version of Corporate Communications being published, in both English and Chinese, on SF REIT’s website and the Stock Exchange’s website.
7. “Non-registered Unitholders” means such person or company whose units in SF REIT are being held in the Central Clearing and Settlement System (CCASS) and who has notified SF REIT from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications.

To: SF Real Estate Investment Trust (“SF REIT”)  
 c/o Tricor Investor Services Limited  
 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

**Provision of Email Address and/or Request for Printed Copy of Corporate Communications<sup>1</sup>  
 and Actionable Corporate Communications<sup>2</sup>**

Information of Unitholders<sup>3</sup>:

Name(s) (in English)	:	
Name(s) (in Chinese)	:	
Email address <sup>5, 6</sup>	:	
Email address <sup>5, 6</sup> (re-type)	:	
Contact telephone number	:	

Please mark (X) in ONLY ONE of the following boxes<sup>7</sup> (**applicable for dissemination arrangement via printed copy**):

	To receive the <b>printed English version ONLY</b> for all future Corporate Communications and Actionable Corporate Communications; <b>OR</b>
	To receive the <b>printed Chinese version ONLY</b> for all future Corporate Communications and Actionable Corporate Communications; <b>OR</b>
	To receive <b>BOTH the printed English and Chinese versions</b> of all future Corporate Communications and Actionable Corporate Communications; <b>OR</b>
	To <b>cancel</b> prior request(s), if any, of printed version(s) of all future Corporate Communications and Actionable Corporate Communications. Unitholders will refer to the online versions to be published on SF REIT’s website and the website of The Stock Exchange of Hong Kong Limited for all future Corporate Communications or the electronic form of Actionable Corporate Communications to be received by email (as the case may be).

Address: \_\_\_\_\_  
 (Please use ENGLISH BLOCK LETTERS)

Contact telephone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature(s)<sup>8</sup>: \_\_\_\_\_

Notes:

1. “Corporate Communications” means any document(s) issued or to be issued by SF REIT for the information or action of its Unitholders, including but not limited to (a) annual accounts together with the independent auditor’s report; (b) interim report; (c) notice of meeting; (d) listing document; (e) circular; and (f) proxy form.
2. “Actionable Corporate Communications” means any corporate communications that seek instructions from the Unitholders of SF REIT on how they wish to exercise their rights or make elections as SF REIT’s Unitholders.
3. “Unitholder(s)” means holder(s) of unit(s) of SF REIT.
4. If both English and Chinese versions of the Corporate Communications and Actionable Corporate Communications are combined into one document, a printed copy of the Corporate Communications and Actionable Corporate Communications with both English and Chinese versions will be sent to the Unitholder requesting for a printed copy of any version(s) of the Corporate Communications and Actionable Corporate Communications.
5. It is the Unitholder’s responsibility to provide email address that is functional. If SF REIT does not receive the completed form or the email address provided is not functional, SF REIT will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Unitholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future. SF REIT will be considered to have complied with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited if it sends Actionable Corporate Communications to the email address provided by a Unitholder without receiving any “non-delivery message”.
6. If more than one email address is provided, SF REIT will only adopt the first email address as set out above.
7. Please complete all details clearly. If no box, or more than one box, is marked, SF REIT reserves the right to treat this request as void.
8. If any units of SF REIT are held in joint names, all joint holders or the joint holder whose name stands first on SF REIT’s register of unitholders should sign this form in order for it to be valid.
9. This request will be valid unless being revoked or superseded or until expired at the end of each financial year of SF REIT (whichever is earlier). Further request in writing will be required if a Unitholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.
10. For avoidance of doubt, SF REIT does not accept any special instructions written on this form.

## 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 (the “**PDPO**”), which may include but not limited to your name, address and contact telephone number.

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 to correct the respective 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 either of the following means:

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

By email to: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)