



德祥地產集團有限公司*

ITC PROPERTIES GROUP LIMITED

(Incorporated in Bermuda with limited liability)
(於百慕達註冊成立之有限公司)

(Stock Code: 199)
(股份代號：199)

29 July 2020

Dear Shareholder⁽¹⁾,

ITC Properties Group Limited (the “Company”)

– (i) 2019-2020 Annual Report, (ii) Circular in relation to Re-election of Retiring Directors, General Mandates to Issue Shares and to Repurchase Shares and Notice of Annual General Meeting, (iii) Proxy Form, (iv) Circular in relation to Scrip Dividend Scheme and (v) Election Form (collectively, the “Current Corporate Communications”)

Please be informed that the English and Chinese versions of the Company’s Current Corporate Communications are available on the website of the Company at www.itcproperties.com and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at www.hkexnews.hk. You may access the Current Corporate Communications by clicking “Investor Relations” section of the Company’s website, or browsing through the Stock Exchange’s website. To facilitate the election under the scrip dividend scheme, a personalised election form is enclosed herewith for registered shareholders. If you have elected to receive all the Company’s Corporate Communications⁽²⁾ in printed form, the printed copies of the other Current Corporate Communications in your selected language(s) are also enclosed herewith.

If you have elected or are deemed to have consented to receiving the Corporate Communications by electronic means on the Company’s website but have difficulty in receiving or gaining access to the Current Corporate Communications, or if you wish to receive the printed copies of the Current Corporate Communications, you will promptly be sent the same free of charge upon your request in writing to the Company or the branch share registrar of the Company in Hong Kong (the “Branch Share Registrar”), Tricor Secretaries Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong.

You are entitled at any time to change your elected means of receipt and/or language of all future Corporate Communications of the Company by providing prior notice of at least seven days in writing to the Branch Share Registrar at the address stated above or by e-mail to itcproperties-ecom@hk.tricorglobal.com or by completing and returning the Change Request Form overleaf by post using the pre-paid mailing label at the bottom thereof.

Should you have any queries relating to this letter, please call the hotline of the Branch Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m.), Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of
ITC Properties Group Limited
WONG Siu Mun
Company Secretary

Notes:

- This letter is addressed to the registered shareholders and non-registered shareholders of the Company. Non-registered shareholder of the Company means any person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications of the Company. If you have sold or transferred all your shares in the Company, please disregard this letter and the Change Request Form overleaf.
- Corporate Communications of the Company are all documents issued by the Company for your information or action, including but not limited to (i) directors’ report, annual financial statements together with the independent auditor’s report, (ii) interim report, (iii) notice of meeting, (iv) circular and (v) proxy form.

In case of any inconsistency, the English version of this letter shall prevail over the Chinese version.

敬啟者：

德祥地產集團有限公司(「本公司」)

– (i) 2019-2020年報，(ii)有關重選退任董事、發行股份及回購股份之一般授權及股東周年大會通告之通函，(iii)代表委任表格，(iv)有關以股代息計劃之通函及(v)選擇表格(統稱「是次公司通訊」)

謹通知是次公司通訊的中、英文版本已載於本公司網站 www.itcproperties.com 及香港聯合交易所有限公司(「聯交所」)網站 www.hkexnews.hk。閣下可於本公司網站按「投資者關係」一欄，或瀏覽聯交所網站，以閱覽是次公司通訊。為方便登記股東就以股代息計劃作選擇，隨函附奉其個人化之選擇表格。如閣下已選擇收取本公司所有公司通訊⁽²⁾的印刷本，隨函亦附奉閣下所選擇之語文版本的其他是次公司通訊的印刷本。

倘若閣下已選擇或被視為已同意於本公司網站閱覽公司通訊的電子版本，惟在收取或閱覽是次公司通訊時遇到困難，或若閣下欲收取印刷本，本公司或本公司於香港之股份登記分處(「股份登記分處」)卓佳秘書商務有限公司，地址為香港皇后大道東183號合和中心54樓，將於收到閣下之書面要求後儘快向閣下免費寄發印刷本。

閣下有權隨時發出最少七天的書面通知，送交股份登記分處(地址如上)或電郵至 itcproperties-ecom@hk.tricorglobal.com；或填妥本函背面的更改選擇表格，並使用其下方附有已付郵費之郵寄標籤將表格寄回，以更改閣下已選擇收取本公司所有日後的公司通訊的方式及/或語文版本。

如閣下對本函有任何疑問，請於辦公時間內(星期一至星期五上午9時正至下午6時正，香港公眾假期除外)致電股份登記分處熱線(852) 2980 1333查詢。

此致

各位股東⁽¹⁾ 台照

代表
德祥地產集團有限公司
公司秘書
黃少敏
謹啟

2020年7月29日

附註：

- 本函件乃向本公司之登記股東及非登記股東發出。本公司之非登記股東指任何持有本公司股份並存放於中央結算及交收系統的人士或公司，並透過香港中央結算有限公司不時通知本公司其希望收到本公司之公司通訊。如閣下已經出售或轉讓全部所持有之本公司股份，則無需理會本函件及其背面的更改選擇表格。
- 本公司之公司通訊為所有本公司發出以供閣下參照或採取行動之文件，包括但不限於：(i)董事會報告書、年度財務報表連同獨立核數師報告書，(ii)中期報告，(iii)會議通告，(iv)通函及(v)代表委任表格。

本函件中、英文版如有任何歧義，概以英文版為準。

* For identification purpose only 僅供識別

CHANGE REQUEST FORM 更改選擇表格

To: ITC Properties Group Limited (the “Company”)
(Stock Code: 199)
 c/o Tricor Secretaries Limited
 Level 54, Hopewell Centre
 183 Queen’s Road East
 Hong Kong

致：德祥地產集團有限公司* (「本公司」)
(股份代號：199)
 經卓佳秘書商務有限公司
 香港皇后大道東183號
 合和中心54樓

I/We would like to change the means of receipt and/or language of all future Corporate Communications (as referred to in the letter overleaf) of the Company as indicated below:

本人／吾等欲就 貴公司所有日後的公司通訊(請參照背面的函件)更改收取方式及／或語文版本，詳情如下：
 (Please mark “X” in ONLY ONE of the following boxes) (請僅在下列其中一個空格內劃上「X」號)

- by electronic means on the Company’s website at www.itcproperties.com instead of receiving printed copies, with a notification either by e-mail or by post of the publication of the relevant Corporate Communications on the Company’s website; or
 於 貴公司網站 www.itcproperties.com 閱覽電子版本以代替收取印刷本，並以電郵或郵遞方式收取 貴公司網站刊載相關公司通訊的通知；或

E-mail Address
 電郵地址

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(Please provide an e-mail address in capital letters in English. The e-mail address will solely be used for notification of the publication of the Corporate Communications on the Company’s website. If no e-mail address is provided, a notification letter of the publication of the Corporate Communications on the Company’s website will be sent by post.)

(請以英文正楷填寫電郵地址，而該電郵地址僅作通知本公司網站刊載公司通訊之用。如未有提供電郵地址，本公司網站刊載公司通訊的通知函件將以郵遞方式寄出。)

- in printed English version only; or
 僅收取英文印刷本；或
- in printed Chinese version only; or
 僅收取中文印刷本；或
- in both printed English and Chinese versions.
 同時收取英文及中文印刷本。

Contact telephone number 聯絡電話號碼

Signature 簽署

Date 日期

Notes 附註:

- You are entitled at any time to change your elected means of receipt and/or language of the Corporate Communications by providing prior notice of at least seven days in writing to the Branch Share Registrar (as defined in the letter overleaf) or by e-mail to itcproperties-ecom@hk.tricorglobal.com.
 閣下有權隨時發出最少七天的書面通知，送交股份登記分處(定義見背面的函件)或電郵至 itcproperties-ecom@hk.tricorglobal.com，以更改 閣下已選擇之收取公司通訊的方式及／或語文版本。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Change Request Form.
 為免存疑，任何在本更改選擇表格上的額外手寫指示，本公司概不受理。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your supply of your e-mail address and telephone number is on a voluntary basis for the purposes of verifying and recording your means of receipt and language of Corporate Communications of the Company and/or delivering those Corporate Communications (the “Purposes”). The Company may transfer your e-mail address and telephone number to our agent, contractor, or third party service provider who provides administrative, computer or other services to us for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. Your e-mail address and telephone number will be retained for such period as may be necessary to fulfil the Purposes. Request for access to and/or correction of the relevant personal data can be made in accordance with the provisions of the Personal Data (Privacy) Ordinance, and any such request should be in writing by mail to the privacy compliance officer of Tricor Secretaries Limited at the above address.

閣下是自願提供 閣下的電郵地址及電話號碼，以用於核實及記錄 閣下收取本公司公司通訊的方式及語文版本，以及／或傳送公司通訊(「該等用途」)。本公司可能向就該等用途為本公司提供行政、電腦或其他服務的代理人、承辦商或第三者服務供應商，以及其他獲法例授權而要求取得有關資料的人士或其他與該等用途有關以及需要接收有關資料之人士提供 閣下的電郵地址及電話號碼。 閣下的電郵地址及電話號碼將就履行該等用途所需的期間保留。有關存取及／或更正相關個人資料的要求可按照《個人資料(私隱)條例》之條文提出，而有關要求均須以書面方式郵寄至卓佳秘書商務有限公司(地址如上)的私隱條例事務主任。

In case of any inconsistency, the English version of this Change Request Form shall prevail over the Chinese version. 本更改選擇表格中，英文版如有任何歧義，概以英文版為準。

** For identification purpose only 僅供識別*

MAILING LABEL 郵寄標籤

Please cut the mailing label and stick it on the envelope
 to return this Change Request Form to us.
No postage stamp necessary if posted in Hong Kong.

閣下寄回此更改選擇表格時，請將郵寄標籤剪貼於信封上。
 如在本港投寄毋須貼上郵票。

Tricor Secretaries Limited
 卓佳秘書商務有限公司
 Freepost No. 簡便回郵號碼：37
 Hong Kong 香港