

03 October, 2023

Notification of (1) Opening of Quarry Bay Office and  
(2) Termination of Drop Off Service in IFC Office and USD Cashier's Order Service

Dear Sir / Madam,

Thank you for your extended support to Sumitomo Mitsui Banking Corporation, Hong Kong Branch (the “**Bank**”).

Further to our letter dated 1<sup>st</sup> August 2023, we are pleased to inform you that our third office in Hong Kong, the **Quarry Bay Office** will commence business operation with effect from 9<sup>th</sup> October 2023 (“**Commencement Date**”). Starting from the Commencement Date, some of our departments will be relocated to the Quarry Bay Office (see Appendix 1). You are advised to update your internal record if you have regular contact with those departments.

**Service Highlights**

**A. Quarry Bay Office**

Cash transactions and cheque deposits will not be available in the Quarry Bay Office. Please make use of the collection box in Kowloon Office.

**B. Kowloon Office**

The Drop Off Service in Kowloon Office remains unchanged. The collection box is available from 9:00 a.m. to 4:00 p.m. on each Banking Day\*. Please make use of the collection box for submitting cheques for deposits and applications for cheque books / cashier's orders / direct debit authorization.

\* “*Banking Day*” in this letter refers to a day, other than Saturday, Sunday or public holiday, on which the Bank is opened for business in Hong Kong for the full day.

### C. IFC Office

8/F will be closed for renovation from 16<sup>th</sup> October 2023 to 5<sup>th</sup> January 2024 (both dates inclusive) (“**Renovation Period**”). Special arrangements during the Renovation Period are as follows:

- 7/F will be the general postal address of the Bank;
- the collection box on 8/F will be relocated to 7/F; and
- departments on 8/F (see Appendix 1) will be relocated temporarily to 7/F.

Upon the end of the Renovation Period, the Bank will resume its business operation on the 8/F. The above arrangements will be ceased such that the general postal address of the Bank, and the applicable departments will start relocating to 8/F with effect from 8<sup>th</sup> January 2024 and 7/F will be removed from the Bank’s registered address thereafter.

After careful consideration of customers’ feedback, we decided to terminate the services below with effect from 8<sup>th</sup> January 2024:

- USD Cashier’s Order Service; and
- Drop Off Service in IFC Office (Please make use of the collection box in Kowloon Office.)

Should you have any inquiries, please contact your Relationship Manager or our Bank at 2206-2000.

By enlarging our branch office network, we look forward to serving you seamlessly.

Sumitomo Mitsui Banking Corporation  
(Incorporated in Japan with limited liability)  
Hong Kong Branch

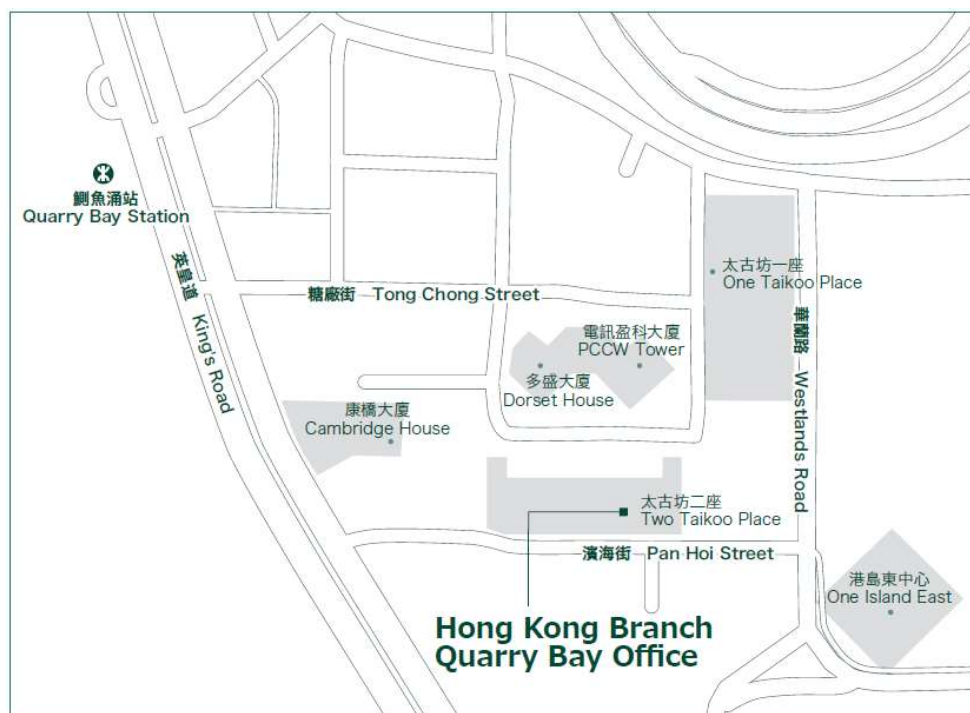
*(This is a computer-generated document. No signature is required.)*

## Appendix 1

### Quarry Bay Office

#### (1) Contact Information

Address:	Sumitomo Mitsui Banking Corporation, Hong Kong Branch Quarry Bay Office 8/F and 9/F, Two Taikoo Place, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong
General line:	(852) 2206-2000
Facsimile:	(852) 2206-2888



#### (2) Departments to be located at the Quarry Bay Office

- Corporate Banking Department 1
- Global FIG Department
- Transaction Banking Solutions Department, Asia
- Loan Capital Markets Department, Asia Pacific (Loan Agency)
- Corporate Research Department
- Corporate Advisory Department

## Kowloon Office

### (1) Contact Information

Address:	Sumitomo Mitsui Banking Corporation, Hong Kong Branch Kowloon Office 19/F, The Metropolis Tower, 10 Metropolis Drive, Hunghom, Kowloon, Hong Kong
General line:	(852) 2206-2000
Facsimile:	(852) 2206-2888



## IFC Office

### (1) Contact Information

	<b>Current</b>	<b>During Renovation Period</b>	<b>After Renovation Period</b>
Address:	Sumitomo Mitsui Banking Corporation, Hong Kong Branch <u>8/F</u> , One International Finance Centre, Central, Hong Kong	Sumitomo Mitsui Banking Corporation, Hong Kong Branch <u>7/F</u> , One International Finance Centre, Central, Hong Kong	Sumitomo Mitsui Banking Corporation, Hong Kong Branch <u>8/F</u> , One International Finance Centre, Central, Hong Kong
General line:	(852) 2206-2000		
Facsimile:	(852) 2206-2888		



### (2) Departments will be temporarily relocated to 7/F during Renovation Period

- Corporate Banking Department 2
- Specialised Products Department, Asia
- Structured Finance Department, Asia
- Loan Capital Markets Department, Asia Pacific (Origination, Distribution,

Financial Solutions Group and Planning)

- Transportation Department
- Global Markets and Treasury Department, East Asia

*Note: The above departments are planned to be relocated back to the 8/F after Renovation Period.*