

## Reply Form 回條

To: **The Hongkong and Shanghai Hotels, Limited (the "Company")**  
(Stock Code: 045)  
c/o Computershare Hong Kong Investor Services Limited  
(the "Share Registrar")  
17M Floor,  
Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong

致: **香港上海大酒店有限公司 (「本公司」)**  
(股份代號: 045)  
經香港中央證券登記有限公司  
(「證券登記處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive future corporate communications<sup>#</sup> of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取 貴公司日後發佈的公司通訊<sup>#</sup> :

(Please mark "X" in **ONLY ONE** of the following boxes)

(請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- by electronic means through the Company's website at [www.hshgroup.com](http://www.hshgroup.com) in lieu of receiving printed copies, and receiving a notification letter of the publication of the corporate communications on the Company's website; or  
以電子形式瀏覽 (透過本公司網站: [www.hshgroup.com](http://www.hshgroup.com)) 取代收取印刷本, 並收取已在本公司網站登載公司通訊的通知信函; 或
- in printed form in English only; or  
只收取英文印刷本; 或
- in printed form in Chinese only; or  
只收取中文印刷本; 或
- in printed form in both English and Chinese.  
同時收取英文及中文印刷本。

Contact telephone number

聯絡電話號碼

Signature

簽名

Date

日期

### Notes 附註:

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- If the Company does not receive this duly completed and signed Reply Form or receive a response indicating the objection from you by 2 February 2011, you are deemed to have consented to receiving corporate communications by electronic means through the Company's website only. All future corporate communications will be sent out in the manner specified in the Company's letter dated 3 January 2011 and we will send you a notification letter of the publication of the corporate communications on the Company's website.  
倘若本公司於 2011 年 2 月 2 日仍未收到 閣下已適當地填妥並簽署的回條或表示反對的回覆, 閣下將被視為已同意以電子形式透過本公司網站收取公司通訊, 而本公司將按 2011 年 1 月 3 日的本公司函件內所述的方式向 閣下寄發有關已在本公司網站登載公司通訊的通知信函。
- By election of electronic means through the Company's website at [www.hshgroup.com](http://www.hshgroup.com) in lieu of receiving printed copies, you have expressly consented to waive the right to receive the corporate communications in printed form.  
在選擇以電子形式瀏覽 (透過本公司網站: [www.hshgroup.com](http://www.hshgroup.com)) 取代收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
- 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 Reply Form in order to be valid.  
如屬聯名股東, 則本回條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。
- The above instruction will apply to all future corporate communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing or using email at [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk) to the Company's Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
上述指示適用於將來寄發予本公司股東的所有日後公司通訊, 直至 閣下發出合理時間的書面通知或以電郵方式發送到 [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk) 予本公司的證券登記處香港中央證券登記有限公司, 地址為香港灣仔皇后大道東 183 號合和中心 17M 樓另作選擇為止。
- Shareholders are entitled to change the means of receipt and choice of language of the Company's corporate communications at any time by reasonable notice in writing or using email at [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk) to the Company's Share Registrar.  
股東有權隨時發出合理時間的書面通知或以電郵方式發送到 [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk) 予本公司的證券登記處, 要求更改收取公司通訊的方式及語言版本。
- For the avoidance of doubt, we do not accept any special instructions given on this Reply Form.  
為免存疑, 任何在本回條上的額外指示, 本公司將不予處理。

<sup>#</sup> corporate communications include but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' 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 proxy form.

公司通訊其中包括但不限於: (a) 董事會報告、其年度賬目連同核數師報告及 (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) 委任代表表格。

### 郵寄標籤 MAILING LABEL

閣下寄回此回條時, 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 Reply Form to us.

No postage stamp is necessary if posted in Hong Kong.

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