



**THE HONGKONG AND SHANGHAI HOTELS, LIMITED**  
**香港上海大酒店有限公司**

*(Incorporated in Hong Kong with limited liability)*

(Stock Code: 45)

3 January 2011

Dear Shareholder,

**Election of Means of Receipt and Language of Corporate Communications**

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of The Hongkong and Shanghai Hotels, Limited (the "Company"), the Company will make available the following options for you to elect for receipt of future corporate communications, which means any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including 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, in the following manners:

- (1) 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
- (2) in printed form in English only; or
- (3) in printed form in Chinese only; or
- (4) in both printed form in English and Chinese.

From the corporate social responsibility standpoint, in particular in environmental protection and in saving printing and mailing costs, the Company recommends you to elect electronic means. To make your election, please mark (X) in the appropriate box on the enclosed reply form and sign and return it by post or hand delivery to the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your reply form in Hong Kong, you may use the mailing label in reply form and need not to affix a stamp when returning your reply form. Otherwise, please affix an appropriate stamp.

**If the Company does not receive the enclosed reply form or receive a response indicating the objection from you by 2 February 2011 and until you inform the Share Registrar by reasonable notice in writing, you are deemed to have consented to receiving all future corporate communications by electronic means through the Company's website at [www.hshgroup.com](http://www.hshgroup.com) only, and a notification letter of the publication of the corporate communications on the Company's website will be sent to you.**

You are entitled 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 Share Registrar to change the means of receipt and choice of language of the corporate communications. Even if you have chosen (or are deemed to have consented) to receive all future corporate communications using electronic means but for any reason have difficulty in receiving or gaining access to the corporate communications on the Company's website, the Share Registrar will promptly upon your request send the corporate communications to you in printed form free of charge.

Please note that (a) printed copies of the English and Chinese versions of all future corporate communications are available from the Company or the Share Registrar on request; and (b) the same are also be available on the Company's website at [www.hshgroup.com](http://www.hshgroup.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries in relation to this letter, please call the Company's telephone hotline at (852) 2840 7788 during business hours from 9:00 a.m. to 5:30 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,  
For and on behalf of the Board  
**The Hongkong and Shanghai Hotels, Limited**  
**Christobelle Liao**  
*Company Secretary*