



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

(Incorporated in Hong Kong with limited liability 於香港註冊成立的有限公司)  
(Stock Code 股份代號: 45)

23 May 2011

Dear Shareholder,

**Notification of Publication of Circular  
in relation to Scrip Dividend Scheme of 2010 Final Dividend (“Circular”)**

The Circular (in both English and Chinese versions) of The Hongkong and Shanghai Hotels, Limited (the “Company”) are now available on the Company’s website at [www.hshgroup.com](http://www.hshgroup.com) and the website of Hong Kong Exchange and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk) or if you have indicated a preference for printed version in the past, the Circular is enclosed.

If you would like to receive a printed version of the Circular and/or change your means of receipt and/or choice of language of all future corporate communications<sup>(Note)</sup>, please complete the change request form on the reverse side and return it to the Company’s share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited by using the mailing label in the change request form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp) or by email (at [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk)). The change request form may also be downloaded from the Company’s website at [www.hshgroup.com](http://www.hshgroup.com) or the website of Hong Kong Exchange and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

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

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

*Note: 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.*

各位股東：

**有關 2010 年末期股息的以股代息計劃之通函（「通函」）的發布通知**

通函的中、英文版本已上載於香港上海大酒店有限公司（「本公司」）網站 [www.hshgroup.com](http://www.hshgroup.com) 及香港交易及結算有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk)；或如閣下已選擇了收取印刷本，通函已隨函附上。

如閣下欲收取通函的印刷本及/或更改收取日後公司通訊<sup>(附註)</sup>的收取方式及/或語言版本的選擇，請填妥背面的變更申請表格，並使用變更申請表格的郵寄標籤寄回本公司的證券登記處——香港中央證券登記有限公司（「證券登記處」）（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票），或以電郵（至 [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk)）通知本公司證券登記處。變更申請表格亦可於本公司網站 [www.hshgroup.com](http://www.hshgroup.com) 或香港交易及結算有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

倘若閣下已選擇（或被視為已同意）以電子形式收取日後公司通訊，如因任何理由以致收取或接收本公司網站登載的通函上出現困難，只要向證券登記處提出要求，均可立即獲免費發送通函的印刷本。

閣下如有任何與本函有關的疑問，請至電本公司電話熱線(852) 2840 7788，辦公時間為星期一至五（公眾假期除外）上午 9 時正至下午 5 時 30 分。

代表董事局  
香港上海大酒店有限公司  
公司秘書  
**廖宜菁**  
謹啓

2011 年 5 月 23 日

附註：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。