



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)

1 June 2012

Dear Shareholder,

**Notification of Publication of Circular
in relation to Scrip Dividend Scheme of 2011 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 and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. You may access the Circular by clicking “Shareholders’ Circulars” under “Investors” on the home page of the Company’s website. 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^(Note), please complete, sign and return the change request form on the reverse side to the Company’s share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited by post (using the mailing label in the change request form) or by email to hsh.ecom@computershare.com.hk. The change request form may also be downloaded from the Company’s website at www.hshgroup.com or the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

Even if you have chosen (or are deemed to have consented) to receive all future corporate communications by 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 mean 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 auditor’s 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 2011 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 及香港交易及結算所有限公司網站 www.hkexnews.hk。閣下可於本公司網站主頁按「投資者」項下的「股東通函」，以閱覽通函。如閣下已選擇了收取印刷本，通函已隨函附上。

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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

2012 年 6 月 1 日

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