

## Reply Form 回條

To: **The Hongkong and Shanghai Hotels, Limited (the "Company")**  
(Stock Code: 00045)  
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 (「公司」)**  
(股份代號: 00045)  
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\* of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取 貴公司日後發布的公司通訊\*:

(Please mark "X" in **ONLY ONE** box)

(請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 all future corporate communications on the Company's website; or 以電子形式瀏覽(透過 貴公司網站: [www.hshgroup.com](http://www.hshgroup.com)) 取代收取印刷本, 並收取已在 貴公司網站日後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。

Name(s) of Shareholder(s)<sup>#</sup>  
股東姓名<sup>#</sup>

Signature(s)<sup>4</sup>  
簽名

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Address<sup>#</sup>  
地址<sup>#</sup>

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact telephone number  
聯絡電話號碼

Date  
日期

# You are required to fill in the details if you download this reply form from the Company's website or the website of Hong Kong Exchanges and Clearing Limited.  
假如你從本公司網站或香港交易及結算有限公司網站下載本回條, 請必須填上有關資料。

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 May 2014, you are deemed to have consented to receiving corporate communications by electronic means through the Company's website only 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 2014 年 5 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, 本公司將只向 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, all shareholders have to sign this reply form.  
如屬聯名股東, 所有股東均須簽署本回條。
- 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 additional 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。

\* Corporate communication refers to any document issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to the directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.  
公司通訊指本公司向其任何證券持有人發出或將予發出以供參照或採取行動的任何文件, 其中包括但不限於董事局報告及年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及代表委任表格。

Please refer to the Company's Data Privacy and Security Policy available at [www.hshgroup.com](http://www.hshgroup.com) concerning your personal data.  
有關 閣下個人資料的事宜, 請參閱登載在網站 [www.hshgroup.com](http://www.hshgroup.com) 的本公司資料私隱及保安政策。

郵寄標籤 MAILING LABEL

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

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 it on an envelope to return this reply form to us.

No postage stamp is necessary if posted in Hong Kong.

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