

Change Request Form 變更申請表格

To: **The Hongkong and Shanghai Hotels, Limited (the "Company")**
(Stock Code: 00045)
c/o Computershare Hong Kong Investor Services Limited
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
香港灣仔皇后大道東 183 號
合和中心 17M 樓

Part A - I/We would like to receive printed version of the circular of the Scrip Dividend Scheme in relation to the 2015 Final Dividend of the Company as indicated below:

甲部 本人/吾等希望以下列方式收取公司有關 2015 年末期股息的以股代息計劃之通函的印刷本:

(Please mark "X" in the following box 請在下列空格內劃上「X」號)

in printed form in bilingual version (English and Chinese).
收取英文及中文雙語言印刷本。

Part B - I/We would like to change the means of receipt and choice of language of future corporate communications of the Company as indicated below:

乙部 本人/吾等希望更改以下列方式收取公司日後公司通訊的收取方式及語言版本:

(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 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(透過公司網站: www.hshgroup.com)取代收印刷本,並收取已在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)[#]
股東姓名[#]

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

Address[#]
地址[#]

Contact telephone number
聯絡電話號碼

Signature(s)²
簽名

Date
日期

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

You are required to fill in the details if you download this change request 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變更申請表格,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 your shares are held in joint names, any one shareholder may sign this change request form.
如屬聯名股東,任何一名股東均可簽署本變更申請表格。
- For the avoidance of doubt, we do not accept any additional instructions given on this change request form.
為免存疑,任何在本變更申請表格上的額外指示,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 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 的本公司資料私隱及保安政策。

郵寄標籤 MAILING LABEL

寄回此變更申請表格時,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 change request 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

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