



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

\*Hpeqtrqt cvgf "lp" J qpi "Mqpi" y kj "Hk kgf" "Hc dksk" 於香港註冊成立的有限公司  
(Stock Code 股份代號: 00045)

31 March 2017

Dear Shareholders,

**Notification of Publication of 2016 Annual Report, Circular dated 31 March 2017, Notice of Annual General Meeting<sup>(Note 1)</sup>, Proxy Form ("Current Corporate Communications") and 2016 Corporate Responsibility and Sustainability Report ("CRS Report")**

The Current Corporate Communications and CRS Report (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 Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communications on the "Investors" section and the CRS Report (published in electronic form only) on the "Sustainable Luxury" section on the Company's website at [www.hshgroup.com](http://www.hshgroup.com). If you have elected to receive the corporate communications<sup>(Note 2)</sup> in printed form, the Current Corporate Communications are enclosed.

If you would like to receive the printed version of the Current Corporate Communications and/or change your means of receipt and/or choice of language of all future corporate communications, please complete, sign and return a change request form 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](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 Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have indicated your preference (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 Current Corporate Communications on the Company's website, the Share Registrar will promptly upon your request send the Current Corporate Communications 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

Notes:

1. Annual General Meeting of the Company will be held at The Peninsula Hong Kong, Salisbury Road, Kowloon, Hong Kong on Monday, 8 May 2017 at 12:00 noon.
2. 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.

各位股東：

**2016年報、2017年3月31日致股東通函、股東週年大會通告<sup>(附註1)</sup>、  
代表委任表格(「本次公司通訊」)及2016企業責任及可持續發展報告的發布通知**

本次公司通訊及2016企業責任及可持續發展報告的中、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) 及香港交易及結算所有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本公司網站 [www.hshgroup.com](http://www.hshgroup.com)「投資者」一項閱覽本次公司通訊的文件及於「企業責任及可持續發展」一項閱覽2016企業責任及可持續發展報告，該報告僅以電子形式發布。如閣下已選擇了收取公司通訊<sup>(附註2)</sup>的印刷本，本次公司通訊已隨本函附上。

如閣下欲收取本次公司通訊的印刷本及/或更改收取日後公司通訊的收取方式及/或語言版本的選擇，請填妥並簽署變更申請表格，然後使用變更申請表格的郵寄標籤寄回本公司的股份登記處——香港中央證券登記有限公司(「股份登記處」)，或以電郵方式發送到 [hsh.ecom@computershare.com.hk](mailto:hsh.ecom@computershare.com.hk) 通知股份登記處。變更申請表格亦可於本公司網站 [www.hshgroup.com](http://www.hshgroup.com) 或香港交易及結算所有限公司網站 [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本次公司通訊上出現困難，只要向股份登記處提出要求，均可立即獲免費發送本次公司通訊的印刷本。

閣下如有任何與本函有關的疑問，請致電本公司電話熱線(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  
謹啟

2017年3月31日

附註：

1. 本公司股東週年大會將於2017年5月8日(星期一)正午12時假座香港九龍梳士巴利道香港半島酒店舉行。
2. 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。