



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

(Incorporated in Hong Kong with limited liability)
(Stock Code: 00045)

3 April 2020

Dear Shareholders,

Election of Means of Receipt and Language of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the Articles of Association of The Hongkong and Shanghai Hotels, Limited (the “Company”), the Company is making available the following options for you to elect for receipt of future corporate communications^(Note):

- (1) 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
- (2) in printed form in English only; or
- (3) in printed form in Chinese only; or
- (4) in printed form in both English and Chinese.

In line with the Company’s approach to corporate responsibility and sustainable practices, we endeavour to use less paper. As such, the Company encourages you to elect electronic means. To make your election, please mark (X) in the appropriate box on the enclosed reply form and sign and return it to the Company’s share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited by post using the mailing label in the reply form or by email to hsh.ecom@computershare.com.hk.

If the Company does not receive a duly completed and signed reply form or receive a response indicating the objection from you by 3 May 2020 and until you inform the Share Registrar by reasonable notice in writing, you are deemed to have consented to receiving all future corporate communications by electronic means through the Company’s website at www.hshgroup.com only, and a notification letter of the publication of the corporate communications on the Company’s website will be sent to you.

You are entitled at any time by reasonable notice in writing or using email at hsh.ecom@computershare.com.hk to the Share Registrar to change the means of receipt and choice of language of the corporate communications. 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 corporate communications on the Company’s website, the Share Registrar will promptly upon your request send the corporate communications to you in printed version free of charge.

Please note that (a) printed copies of the English and Chinese versions of all future corporate communications are available from the Company or the Share Registrar on request; and (b) the same are also be available on the Company’s website at www.hshgroup.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

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 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.



Reply Form 回條

To: **The Hongkong and Shanghai Hotels, Limited (the "Company")**
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」)**
經香港中央證券登記有限公司
(「股份登記處」)
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 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)取代收取印刷本,並收取已在公司網站日後登載公司通訊的通知函件;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)

Signature(s)⁴
簽名

Address[#]
地址[#]

(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.
請閣下清楚填寫所有資料。
- If the Company does not receive this duly completed and signed reply form or receive a response indicating the objection from you by 3 May 2020, 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 2020 年 5 月 3 日仍未收到閣下已適當地填寫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函件。
- By election of electronic means through the Company's website at 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)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, only one shareholder may sign this reply form.
如屬聯名股東,任何一名股東均可簽署本回條。
- 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 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 予本公司的股份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 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 予本公司的股份登記處,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 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。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freepost No. 簡便回郵號碼: 37

Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此表格時,請將郵寄標籤剪貼於信封上。
如在本港投寄,閣下無需支付郵費或貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 查詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact