



HKSH

Shareholder's information (Name and Address)
股東資料 (姓名及地址)

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, Wan Chai, 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

(Please **choose ONLY ONE** of the options below)
(請從以下選項中**只選擇其中一項**)

Personalised QR Code
專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications* of the Company via electronic dissemination by scanning your personalised QR code

選項 1： 掃描閣下專屬二維碼提供閣下之電子郵件地址，以接收公司通過電子方式發布的日後公司通訊。

You are **NOT required** to return this Reply Form if you choose Option 1.
如選擇了選項 1，閣下**無須**交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications of the Company via electronic dissemination

選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址, 以確保收到公司通過電子方式發布的日後公司通訊

Email address 電郵地址:

[illegible]

Option 3: I/we hereby request for receipt of future Corporate Communications in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction.² (Please mark “✓” in the below box if applicable)

選項 3： 本人/吾等現要求收取日後公司通訊印刷本，並已知悉本指示由收取指示日期起計一年內有效。²（如適用，請在以下方格內劃上「✓」號）

☐ English Version 英文版本

☐ Chinese Version 中文版本

English and Chinese Versions 中英文版本

Names of Shareholder(s):

股份持有人姓名：

Signature(s)³:

簽名³：

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

Contact number:

聯絡電話號碼：

Date:

日期：

Notes 附註:

1. Please complete all your details clearly. 請清楚填寫閣下之所有資料。

2. If you mark "✓" in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received. 如閣下在選項3 方格內劃上「✓」號，將不會有電子郵件地址被登記，只會收取公司通訊的印刷本。

3. If your shares are held in joint names, any 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。

4. Any reply form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。

5. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如閣下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址，只有閣下最後提供的電子郵件地址將會被用於登記。

6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，公司將不予處理。

* Corporate Communication refers to any documents issued or to be issued by the Company for the information or action of its shareholders, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form.

PERSONAL INFORMATION COLLECTION STATEMENT
收集個人資料聲明

i. "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").

本聲明中所指的「個人資料」與香港法例第 486 章個人資料（私隱）條例（「私隱條例」）中「個人資料」的涵義相同。

ii. Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form.

閣下於本回條所提供的個人資料將用於(包括但不限於)有關公司以電子方式發布公司通訊及就閣下持有的公司證券有關的其他事宜上與閣下聯絡。閣下是自願向公司提供個人資料。若閣下未能提供足夠資料, 公司可能無法處理閣下在本回條上所述的指示及/或要求。

iii. Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrars, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.

iv. You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk. 閣下擁有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份登記處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 PrivacyOfficer@computershare.com.hk 的個人資料。

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.

當閣下寄回此回條時，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。