



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)

12 April 2024

Dear Shareholders,

**Notification of Publication of 2023 Annual Report, Circular,
Notice of Annual General Meeting¹, Proxy Form (“Current Corporate Communications”),
2023 Corporate Responsibility and Sustainability Report (“CRS Report”) and
Arrangement of Electronic Dissemination of Corporate Communications**

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 and on the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. You may access the Current Corporate Communications in the “Investors” section and the CRS Report (published in electronic form only) in the “Sustainable Luxury” section on the Company’s website at www.hshgroup.com. If you have elected to receive the Corporate Communications² in printed form, the Current Corporate Communications are enclosed.

If you have or are taken to have agreed to receive 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, or wish to receive a printed form, you may send an email to the Company’s share registrar, Computershare Hong Kong Investor Services Limited (the “Share Registrar”), at hsh.ecom@computershare.com.hk, specifying your name, address and request to receive the Current Corporate Communication in printed form. Alternatively, you can send such request by post to the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. The Share Registrar will promptly upon your request send the Current Corporate Communications to you in printed form.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Company is making available the following options in relation to your receipt and choice of language of all future Corporate Communications:

- (1) to read all future Corporate Communications through the Company’s website at www.hshgroup.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk (the “Website Version”) in lieu of receiving printed form, by providing your email address; 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 sustainability, we endeavour to use less paper. As such, the Company encourages you to provide your email address by (i) scanning your personalised QR code printed on the enclosed reply form (the “Reply Form”); or (ii) filling in the enclosed Reply Form and signing and returning it to the Share Registrar by email at hsh.ecom@computershare.com.hk or by post using the mailing label in the Reply Form. If your provided email address is non-functional, the Company will send you a notification of the publication of the Corporate Communications on the Company’s website by post until such time when you have provided a functional email address to the Share Registrar.

If the Company does not receive a duly completed and signed Reply Form or receives a response indicating a different choice from you by 12 May 2024 and until you inform the Share Registrar by reasonable notice in writing, you are taken to have agreed to access the Website Version of all future Corporate Communications published, and to receive (i) a notification of the publication of the Corporate Communications on the Company’s website by post, and (ii) all future Actionable Corporate Communications³ in printed form.

If you want to receive all future Corporate Communications in printed form, please send an email to the Share Registrar at hsh.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form, or fill in the enclosed Reply Form and sign and return it to the Share Registrar by post using the mailing label in the Reply Form. You are entitled at any time by reasonable notice in writing to the Share Registrar by email at hsh.ecom@computershare.com.hk, or by post to change the means of receipt and choice of language of the Corporate Communications. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

If you have or are taken to have agreed to access the Company’s website of all future Corporate Communications but for any reason you have difficulty in receiving or gaining access to the Website Version of the Corporate Communication, the Share Registrar will promptly upon your request send the Corporate Communications to you in printed form free of charge.

Should you have any queries relating to this letter, please call the Company’s hotline at (852) 2840 7788 during business hours from 9:00 a.m. to 5:30 p.m. from Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of the Board
The Hongkong and Shanghai Hotels, Limited
Christobelle Liao
Executive Director and Company Secretary

Notes:

1. Annual General Meeting of the Company will be held at The Peninsula Hong Kong, Salisbury Road, Kowloon, Hong Kong on Wednesday, 8 May 2024 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 annual report, interim report, notice of meeting, circular and proxy form.
3. Actionable Corporate Communication is any Corporate Communication that seeks instructions from shareholders on how they wish to exercise their rights or make an election.

