

Change Request Form 變更申請表格

To: The Hongkong and Shanghai Hotels, Limited (the "Company")
(Stock Code: 045)
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 (「本公司」)
(股份代號: 045)
經香港中央證券登記有限公司
(「證券登記處」)
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We have already received a printed copy of the Current Corporate Communications* in English / Chinese or have chosen (or are deemed to have consented) to receive the Current Corporate Communications* by electronic means through the Company's website at www.hshgroup.com.
本人/吾等已收取本次公司通訊的英文/中文印刷本或已選擇(或被視為已同意)以電子形式瀏覽(透過本公司網站: www.hshgroup.com) 本次公司通訊。

Part A - I/We would like to receive printed version of the Current Corporate Communications of the Company as indicated below:

甲部 本人/吾等希望以下列方式收取 貴公司本次公司通訊的印刷本:

(Please mark "X" in ONLY ONE of the following boxes 請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- 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。

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 貴公司日後公司通訊的收取方式及語言版本:

(Please mark "X" in ONLY ONE of the following boxes 請從下列選擇中, 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(透過本公司網站: www.hshgroup.com) 取代收取印刷本, 並收取已在本公司網站登載日後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[#]

Signature(s)
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

(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 Exchange and Clearing Limited.
假如你從本公司網站或香港交易及結算所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 special 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。

*Current Corporate Communications refer to the publication of the 2010 Annual Report, Circular dated 11 April 2011, Notice of Annual General Meeting and Proxy Form.
本次公司通訊指 2010 年報、2011 年 4 月 11 日致股東通函、股東週年大會通告及代表委任表格。

Please refer to the Company's Data Privacy and Security Policy available at www.hshgroup.com concerning our collection of your personal data.
有關本公司收集 閣下個人資料的事宜, 請參閱登載在網站 www.hshgroup.com 的本公司個人資料及保安政策。

郵寄標籤 MAILING LABEL

閣下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 this on the 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