THE HONGKONG AND SHANGHAI HOTELS, LIMITED
香港上海大酒店有限公司
(Incorporated in Hong Kong with limited liability 於香港註冊成立的有限公司)
(Stock Code 股份代號: 00045)

18 August 2021

Dear Non-registered Shareholders*(Note 1)*,

Notification of Publication of 2021 Interim Report

The 2021 Interim Report (in both English and Chinese versions) of The Hongkong and Shanghai Hotels, Limited (the "Company") is now available on the Company's website at www.hshgroup.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. You may access the 2021 Interim Report by clicking "Investors" section on the Company's website at www.hshgroup.com, then selecting "Financial Results" for the 2021 Interim Report.

If you would like to change your means of receipt and/or choice of language of all future corporate communications*(Note 2)*, please complete, sign and return a 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 request form or by email to hsh.ecom@computershare.com.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

Notes:
1. This letter is addressed to the Company's Non-registered Shareholders. Non-registered Shareholder means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive corporate communications of the Company.
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.

各位非登記股東*(附註 1)*：

2021 中期報告的發布通知

2021 中期報告的中、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 及香港交易及結算所有限公司網站 www.hkexnews.hk。 閣下可於本公司網站 www.hshgroup.com 按「投資者」一項，再選擇「財務業績」項閱覽 2021 中期報告。

如 閣下欲更改收取日後公司通訊*(附註 2)*的收取方式及/或語言版本的選擇，請填妥並簽署申請表格，然後使用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 通知股份登記處。

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

2021 年 8 月 18 日

附註：
1. 本函件乃向本公司之非登記股東而發出。非登記股東指本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時通知本公司，希望收到公司通訊。
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。

Request Form 申請表格

To: **The Hongkong and Shanghai Hotels, Limited (the "Company")**
c/o Computershare Hong Kong Investor Services Limited
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
香港灣仔皇后大道東 183 號
合和中心 17M 樓

Part A -   **I/We would like to receive the 2021 Interim Report of the Company as indicated below:**
甲 部   本人／吾等希望以下列方式收取公司 **2021 中期報告：**

(Please mark **"X"** in the following box 請在下列空格內劃上「**X**」號)

☐   in printed form in bilingual version (English and Chinese).
    收取英文及中文雙語言印刷本。

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公司日後公司通訊的收取方式及語言版本：

(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#

Signature(s)[2]
簽名

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

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 request 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所有限公司網站下載本申請表格，請必須填上有關資料。

Notes 附註：
1. Please complete all your details clearly.
    請 閣下清楚填妥所有資料。
2. If your shares are held in joint names, any one shareholder may sign this request form.
    如屬聯名股東，任何一名股東均可簽署本申請表格。
3. For the avoidance of doubt, we do not accept any additional instructions given on this request form.
    為免存疑，任何在本申請表格上的額外指示，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。

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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   垂詢
Rate our service   評價
Lodge a complaint   投訴

Contact Us 聯繫我們
www.computershare.com/hk/contact