



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)

7 April 2022

Dear Non-registered Shareholders¹,

**Notification of Publication of 2021 Annual Report, Circular,
Notice of Annual General Meeting² (“Current Corporate Communications”)
2021 Corporate Responsibility and Sustainability Report (“CRS Report”) and
Online Annual General Meeting**

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 the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. You may access the Current Corporate Communications on the “Investors” section and the CRS Report³ (published in electronic form only) on the “Sustainable Luxury” section on the Company’s website at www.hshgroup.com.

If you would like to change your means of receipt and/or choice of language of all future corporate communications⁴, 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.

Online Annual General Meeting (“Online AGM”)

The Annual General Meeting of the Company will be held on Wednesday, 11 May 2022 at 12:00 noon by way of electronic means only.

The Online AGM Attendance

As your shares are held in the CCASS, please contact your bank, exchange participant or other agent. If you would like to attend the Online AGM, you can participate in the AGM via the online platform. You will be able to view a live webcast of the AGM, submit questions, and cast votes in near real-time through the online platform. You will be able to access the live webcast from 11:30 a.m. on the day of the AGM until its conclusion by going to: https://meetings.computershare.com/HSB_2022AGM.

In order to be allowed to attend the Online AGM, you need to contact and instruct your bank, exchange participant or other agent to attend the Online AGM and provide your e-mail address to them before the time limit as they require. Details regarding the Online AGM arrangements including the login details to access the Online AGM online platform will be sent by the Share Registrar, to the e-mail address provided by you.

You should allow ample time to check into the online platform to complete the related procedures and **remain logged in until the commencement of and during the Online AGM**.

Please keep the login details in safe custody for use at the Online AGM and do not disclose them to anyone else.

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. Annual General Meeting of the Company will be held at 8th Floor, St. George’s Building, 2 Ice House Street, Central, Hong Kong on Wednesday, 11 May 2022 at 12:00 noon. Shareholders will NOT be able to attend in person but can participate in the AGM via the online platform.*
- 3. If you wish to receive a printed copy of the CRS Report, you may submit your request to the Share Registrar by post or by email to hsh.ecom@computershare.com.hk.*
- 4. 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.*



Non-registered Shareholder's information (Name and Address)
非登記股東資料 (姓名及地址)

(Stock Code 股份代號: 00045)

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 Current Corporate Communications of the Company as indicated below:
甲 部 本人/吾等希望以下列方式收取公司本次公司通訊:

(Please mark "X" in ONLY ONE box 請僅在其中一個空格內劃上「X」號)

- 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

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 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:

- Please complete all your details clearly.
請閣下清楚填寫所有資料。
- 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。
- 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。

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