



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 Non-registered Shareholders<sup>1</sup>,

**Notification of Publication of 2023 Annual Report, Circular,  
Notice of Annual General Meeting<sup>2</sup> (“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](http://www.hshgroup.com) and on the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://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](http://www.hshgroup.com).

If you would like to receive the Current Corporate Communications in printed form in English only, in Chinese only, or in both English and Chinese, 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](mailto:hsh.ecom@computershare.com.hk), specifying your name, address and request to receive the Current Corporate Communications 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 free of charge.

**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<sup>3</sup>:

- (1) to read all future Corporate Communications through the Company’s website at [www.hshgroup.com](http://www.hshgroup.com) and the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk) in lieu of printed form by providing your email address to your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited (collectively, the “Intermediaries”) through which your shares are held; 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.

**If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is received by the Company, the Company will send you a notification of the publication of the Corporate Communications on the Company’s website by post.**

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](mailto: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 (the “Reply Form”) and sign and return it to the Share Registrar by post using the mailing label in the Reply Form.

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. 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 The Peninsula Hong Kong, Salisbury Road, Kowloon, Hong Kong on Wednesday, 8 May 2024 at 12:00 noon (“AGM”). As your shares are held in the CCASS, please contact your bank, exchange participant or other agent if you would like to attend the AGM or give voting instructions. Since each bank, exchange participant or other agent has its own timelines and procedures for attendance at meetings and processing requests for voting instructions, you are advised to contact them as soon as possible.
  3. 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 annual report, interim report, notice of meeting, circular and proxy form.



Non-registered Shareholder's information (Name and Address)  
非登記股東資料 (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  
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  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications<sup>\*</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據上市規則收取公司通訊<sup>\*</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

### Request for Corporate Communications in printed form / 要求收取公司通訊印刷版

I/we hereby request for receipt of future Corporate Communications in printed form. (Please mark "✓" in the below box if applicable)  
本人/吾等現要求收取未來公司通訊之印刷版。(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 Version 英文及中文版本

Name(s) of Non-registered Shareholder(s):<sup>1</sup>  
非登記股東姓名：<sup>1</sup>

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

Signature(s):<sup>2</sup>  
簽名：<sup>2</sup>

Contact number:  
聯絡電話號碼：

Date:  
日期：

#### Notes 附註:

1. This form 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.

本表格乃向公司之非登記股東而發出。非登記股東指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公司，希望收到公司通訊。

2. Please complete all your details clearly. 請閣下清楚填妥所有資料。

3. Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。

4. 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 any holders of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form.

公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

#### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "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。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications. 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有關公司以電子方式發布公司通訊的事宜上。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。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, 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. 閣下之個人資料可能會被披露或轉移給公司的附屬公司、股份登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- 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](mailto:PrivacyOfficer@computershare.com.hk). 閣下有權根據《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](mailto:PrivacyOfficer@computershare.com.hk)。

#### 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。