



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)

22 May 2024

Dear Shareholders,

Notification of Publication of Circular of the Scrip Dividend Scheme in relation to the 2023 Final Dividend (the "Current Corporate Communication")

The Current Corporate Communication (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 Current Corporate Communication in the "Investors" section on the Company's website. For new registered shareholders (i.e. if you previously have not received the Company's letter in relation to seeking your preference on means of receipt of Corporate Communications) and shareholders who have selected to receive the Company's Corporate Communications¹ in printed version, enclosed is the Current Corporate Communication of the Company in both English and Chinese versions. If you have any difficulty in receiving or gaining access to the Current Corporate Communication on the Company's website for any reason, please send your request (specifying your name, address and request) by email at hsh.ecom@computershare.com.hk or by notice in writing to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Share Registrar will promptly upon receipt of your request send the Current Corporate Communication 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:

- (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, **being a new registered shareholder**, to elect to receive the Website Version and 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 a response indicating a different choice from you by 22 June 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 Communications² 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.

Please be reminded that provision of your correct and effective contact details (including email address and mailing address) to the Company and/or the Share Registrar is critically important, and any mistakes in such details may result in failure of delivery of the Company's Corporate Communications and/or Actionable Corporate Communications to you timely in the future.

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. 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.
2. Actionable Corporate Communication is any Corporate Communication that seeks instructions from shareholders on how they wish to exercise their rights or make an election.

