

15 March 2023

Dear Non-registered Shareholder <sup>1</sup>

**Hong Kong Exchanges and Clearing Limited (“HKEX”)**

**– Notice of Publication of 2022 Annual Report, Circular dated 15 March 2023 together with Notice of Annual General Meeting, and Proxy Form (collectively “Current Corporate Communications”) and 2022 Corporate Social Responsibility Report**

The English and Chinese versions of the Current Corporate Communications are available in the Investor Relations (Regulatory Disclosure) section of the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) and you can access the relevant documents under the sub-sections titled “Regulatory Reports” and “Circulars and Listing Documents” thereof. The documents are also available on the HKEXnews website ([www.hkexnews.hk](http://www.hkexnews.hk)). If you have elected to receive the Corporate Communications <sup>2</sup> in printed form, the printed copies of the Current Corporate Communications in your selected language(s) are enclosed.

If you wish to (a) receive the Current Corporate Communications in printed form or in a language version other than your existing choice; and/or (b) change your choice of language or means of receipt of all future Corporate Communications, please complete, sign and return the request form overleaf to HKEX’s registrar, Hong Kong Registrars Limited by post (using the mailing label at the bottom of the request form) or by email to [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk).

HKEX’s 2022 Corporate Social Responsibility Report, is published in electronic form only under the Investor Relations (Regulatory Disclosure) section of the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)). If you wish to receive a printed copy of HKEX’s 2022 Corporate Social Responsibility Report, you may submit your request to Hong Kong Registrars Limited by post at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email to [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk).

Should you have any queries in relation to this letter, please call the enquiry hotline of HKEX’s registrar on (852) 2862 8688 during business hours (9:00 am to 6:00 pm, Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully  
David Fu  
Group Company Secretary

Notes:

1. This letter is addressed to HKEX’s non-registered shareholders. Non-registered shareholder means such person or company whose HKEX shares are held in the Central Clearing and Settlement System (CCASS) and who has notified HKEX from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications. If you have sold or transferred your shares in HKEX, please disregard this letter and the request form overleaf.
2. Corporate Communication refers to any document issued or to be issued by HKEX for the information or action of holders of any 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 <sup>1</sup> :

香港交易及結算所有限公司 (「香港交易所」)

– 有關《2022 年年報》、於 2023 年 3 月 15 日刊發的通函連同股東周年大會通告及代表委任表格 (統稱「本次公司通訊」) 以及《2022 年企業社會責任報告》的刊發通知

本次公司通訊的英文及中文版本已載於香港交易所集團網站 ([www.hkexgroup.com](http://www.hkexgroup.com)) 「投資者關係 (監管披露)」一欄。閣下可於「監管報告」及「通函及上市文件」項下閱覽有關文件。此等文件亦已載於「披露易」網站 ([www.hkexnews.hk](http://www.hkexnews.hk))。如閣下已選擇收取公司通訊<sup>2</sup>的印刷本，隨本函附上本次公司通訊印刷本 (按閣下選擇之語言版本)。

若閣下欲(a)索取本次公司通訊的印刷本又或有別於閣下所選擇的另一個語言版本；及/或(b)更改日後收取所有公司通訊的語言版本或收取方式，請填妥及簽署本函背面的申請表格，並使用表格下方之郵寄標籤寄回香港交易所股份過戶登記處香港證券登記有限公司或電郵至 [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)。

香港交易所《2022 年企業社會責任報告》僅以電子形式載於香港交易所集團網站 ([www.hkexgroup.com](http://www.hkexgroup.com)) 「投資者關係 (監管披露)」一欄。若閣下欲索取香港交易所《2022 年企業社會責任報告》的印刷本，閣下可向香港證券登記有限公司 (郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵至 [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)) 提出有關要求。

如閣下對本函有任何疑問，請於辦公時間內 (星期一至五上午 9 時至下午 6 時，香港公眾假期除外) 致電香港交易所股份過戶登記處的查詢熱線 (852) 2862 8688 查詢。

集團公司秘書  
傅溢鴻 謹啟

2023 年 3 月 15 日

註：

1. 此函件乃向香港交易所之非登記股東發出。非登記股東指將其持有之香港交易所股份存放於中央結算及交收系統的人士或公司，並透過香港中央結算有限公司不時向香港交易所發出通知，表示欲收取公司通訊。如閣下已經出售或轉讓所持有之香港交易所股份，則毋須理會本函件及背面的申請表格。
2. 「公司通訊」指香港交易所已發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於董事會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。

**HKXH-15032023(0)**



## Request Form 申請表格

To: **Hong Kong Exchanges and Clearing Limited ("HKEX")** 致: **香港交易及結算所有限公司 (「香港交易所」)**  
c/o Hong Kong Registrars Limited 經香港證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, 香港灣仔皇后大道東 183 號  
Wan Chai, Hong Kong 合和中心 17M 樓

You do **NOT** need to complete this request form if you have received the document(s) in the language or in the manner you want.  
倘閣下收到的文件之語言版本，或收取方式符合閣下的意願，則毋須填寫本申請表格。

**Part A - To request a printed copy 索取印刷本**

甲部 (Please check "X" appropriate box(es) below 請於以下適當的空格內劃上「X」號)

I/We would like to receive a printed copy in  English or  Chinese or  both English and Chinese of the following documents:

本人/吾等希望收取下列文件之  英文印刷本 或  中文印刷本 或  英文及中文印刷本:

- 2022 Annual Report  Circular dated 15 March 2023 together with Notice of Annual General Meeting  
《2022 年年報》 2023 年 3 月 15 日刊發之通函連同股東周年大會通告

**Part B - To change the choice of language or means of receipt of Corporate Communications\***

乙部 更改選取的公司通訊\*之語言版本或收取方式

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

I/We would like to receive all future Corporate Communications of HKEX in the manner indicated below:

本人/吾等欲以下列方式收取香港交易所日後刊發的所有公司通訊:

- by electronic means through the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) (instead of in printed copies) with notification letter mailed to my/our address of the publication of Corporate Communications on the HKEX Group website; OR 透過香港交易所集團網站 ([www.hkexgroup.com](http://www.hkexgroup.com)) 以電子方式收取公司通訊 (而非收取印刷本)，而有關公司通訊已載於香港交易所集團網站的通知，請發送至本人/吾等的地址；或
- in printed form in English ONLY; OR 僅收取英文印刷本；或
- in printed form in Chinese ONLY; OR 僅收取中文印刷本；或
- in printed form in BOTH English and Chinese 同時收取英文及中文印刷本。

Full name(s) of shareholder(s) #: (English) (Chinese)  
股東姓名 (英文) (中文)

(Please use BLOCK LETTERS 請用正楷填寫)

Address #: 地址

(Please use BLOCK LETTERS 請用正楷填寫)

Signature(s): 簽署

Date: 日期

\* Corporate Communication refers to any document issued or to be issued by HKEX for the information or action of holders of any 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」指香港交易所已發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於董事會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。

# You are requested to fill in the details if you have downloaded this request form from the HKEX Group website. 如從香港交易所集團網站下載本申請表格，必須填寫有關資料。

Notes 註:

- Please complete this request form clearly. Any request form with no indicated choice, with no signature or otherwise incorrectly completed will be void. 請清楚填寫本申請表格。申請表格上若未有作出選擇或未有簽署又或在其他方面填寫不正確，即告作廢。
- The above instruction in Part B will apply to all future Corporate Communications to be sent to you until you notify HKEX otherwise by giving not less than seven days' notice in writing to HKEX's registrar, Hong Kong Registrars Limited (by post to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email to [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)). 上述乙部之指示適用於日後所有寄發予閣下之所有公司通訊，直至閣下向香港交易所股份過戶登記處香港證券登記有限公司發出不少於七天的書面通知 (郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵至 [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk))。
- For the avoidance of doubt, we do not accept any special instructions written on this request form. 為免存疑，特此說明：本申請表格上任何其他額外手寫指示概不受理。

## PRIVACY STATEMENT 私隱聲明

HKEX and/or any third party will process the personal data of its Shareholders where it has been submitted to HKEX for the purpose of facilitating corporate communications. 香港交易所及/或任何第三方將會處理其股東向香港交易所提交的個人資料以便公司通訊。

The personal data disclosed to HKEX and/or any third party may be processed for the purposes of fulfilling HKEX's legal obligations and its obligations to Shareholders and communicating to Shareholders. The lawful bases for this processing are compliance with legal obligations and fulfilling its legitimate interests. 向香港交易所及/或任何第三方披露的個人資料可能會被處理用作履行香港交易所的法律責任及對股東的責任，以及與股東溝通。香港交易所處理上述個人資料的合法基礎是基於履行法律責任及實踐其合法權益。

Failure to provide sufficient personal data may result in HKEX being unable to ascertain the Shareholder's preference in receiving future corporate communications. 未能提供足夠個人資料可能導致香港交易所無法確定股東對收取日後公司通訊的意向選擇。

Please refer to HKEX's Privacy Notice for Annual General Meeting and Corporate Communications, which is available under the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)), for further details of how HKEX shall process and protect personal data and the rights of individuals whose personal data is processed. 有關香港交易所如何處理及保護個人資料，以及個人資料當事人對此享有權利的詳情，請參閱載於香港交易所集團網站 ([www.hkexgroup.com](http://www.hkexgroup.com)) 的股東周年大會及公司通訊私隱聲明。

Should you later need to amend details that have been provided in this form, please submit your request in writing to HK Privacy Officer of Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

若閣下隨後需要修改於此表格提供的資料，請以書面方式向香港證券登記有限公司 (地址為香港灣仔皇后大道東 183 號合和中心 17M 樓) 的香港隱私主任提出。

## Mailing Label 郵寄標籤

Hong Kong Registrars Limited  
香港證券登記有限公司  
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.

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，毋須貼上郵票。