

NOTIFICATION LETTER 通知信函

24 March 2023

Dear Non-registered Shareholder ^(Note),

Hang Seng Bank Limited (the “Bank”)

– **Notice of publication of Annual Report 2022, Circular and Notice of Annual General Meeting (collectively “Current Corporate Communications”) and Environmental, Social & Governance Report 2022**

The Bank’s Annual General Meeting will be held at Hang Seng Bank Headquarters, 83 Des Voeux Road Central, Hong Kong on Thursday, 4 May 2023 at 3:30 p.m. The English and Chinese versions of the Bank’s Current Corporate Communications are available on the Bank’s website at www.hangseng.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at www.hkexnews.hk. You may access the Current Corporate Communications by clicking “Investor Relations” under “About Hang Seng” on the home page of the Bank’s website, then selecting the name of the relevant document under “Financial Statements”, or “Circulars to Shareholders”, or “Notices of General Meetings of Shareholders”, or by browsing through the HKEx’s website.

If you cannot access the Current Corporate Communications electronically, or want to receive printed version of the Current Corporate Communications and/or change your choice of means of receipt or language of the Bank’s Corporate Communications* in the future, please complete the request form on the reverse side and send it to the Bank c/o the Bank’s Registrar (the “Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong by using the mailing label as indicated in the request form. You do not have to affix a stamp if it is posted in Hong Kong. Otherwise, please affix an appropriate stamp. You may also send your request (specifying your name, address and request) via email to hangseng@computershare.com.hk or write to the Registrar. The request form may also be downloaded from the Bank’s website at www.hangseng.com or from the HKEx’s website at www.hkexnews.hk.

Please note that if you want to access the Current or future Corporate Communications of the Bank via the aforesaid websites, you do not have to return the request form.

The Bank’s Environmental, Social & Governance Report 2022 is published in electronic form only on the Bank’s website at www.hangseng.com and the HKEx’s website at www.hkexnews.hk. You may access the Report by clicking “Environmental, Social and Governance - Reports” under “About Hang Seng” on the home page of the Bank’s website, or on the HKEx’s website.

Yours faithfully,
C C Li
Secretary

Note: “Non-registered Shareholder” means such person or company whose shares are held in The Central Clearing and Settlement System and who has notified the Bank from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications of the Bank.

* Corporate Communications include but are not limited to (a) the directors’ report and annual accounts together with a copy of the auditor’s report and, where applicable, a summary financial report; (b) the interim report and, where applicable, a summary interim report; (c) a notice of meeting; (d) a listing document; and (e) a circular.

各位非登記股東 ^(附註) :

恒生銀行有限公司 (「本行」)

– **2022 年年報、致股東通函及股東周年常會通告 (統稱「是次公司通訊」) 以及環境、社會及管治報告 2022 之發布通知**

本行將於 2023 年 5 月 4 日 (星期四) 下午 3 時 30 分在香港德輔道中 83 號恒生銀行總行召開股東周年常會。本行是次公司通訊之中、英文版本，已上載於本行網站 www.hangseng.com 及香港交易及結算有限公司 (「香港交易所」) 網站 www.hkexnews.hk。閣下可於本行網站主頁「恒生簡介」項下，選按「投資者關係」，再在「財務報表」，或「股東通函」，或「股東大會通告」項下，選擇有關文件之名稱，或透過香港交易所網站瀏覽有關文件。

如 閣下未能閱覽是次公司通訊之電子版本或欲收取是次公司通訊之印刷本及／或更改已選擇之日後收取公司通訊*方式或語言版本，請填妥本函背面之申請表格，並按表格上之指示使用郵寄標籤寄回本行之股份登記處香港中央證券登記有限公司 (「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。倘若 閣下在香港投寄，可毋須貼上郵票，否則，請貼上適當之郵票。閣下同時亦可將要求 (請註明 閣下的姓名、地址及要求) 以電郵方式發送至 hangseng@computershare.com.hk 或以書面方式通知股份登記處。申請表格亦可於本行網站 www.hangseng.com 或於香港交易所網站 www.hkexnews.hk 下載。

如 閣下欲於上述網站瀏覽本行是次 (或日後) 之公司通訊，則毋須填寫該申請表格。

本行環境、社會及管治報告2022僅以電子形式上載於本行網站 www.hangseng.com 及香港交易所網站 www.hkexnews.hk。閣下如欲查閱該報告，可於本行網站主頁「恒生簡介」項下選按「環境、社會及管治 - 報告」，亦可瀏覽香港交易所網站。

公司秘書
李志忠 謹啟
2023 年 3 月 24 日

附註：「非登記股東」乃指其股份存放於中央結算及交收系統之人士或公司，並已透過香港中央結算有限公司不時向本行發出通知，希望收到本行之公司通訊。

* 公司通訊包括但不限於：(a)董事會報告書及年度賬目，連同核數師報告書副本及 (倘適用) 財務報告摘要；(b)中期報告及 (倘適用) 中期報告摘要；(c)會議通告；(d)上市文件；及(e)通函。

恒生銀行有限公司

Hang Seng Bank Limited

於香港註冊成立之有限公司

Incorporated in Hong Kong with limited liability

HANH-24032023-1(0)



NAME(S) AND ADDRESS OF THE NON-REGISTERED SHAREHOLDER
非登記股東之英文姓名及地址

Request Form 申請表格

To: **Hang Seng Bank Limited (the "Bank") (Stock Code: 11)**
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East,
Wanchai, Hong Kong

致：恒生銀行有限公司 (「恒生」)
(股份代號：11)
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 a printed version of the Current Corporate Communications of the Bank in the manner as indicated below:
甲部 本人/吾等現欲以下列方式收取恒生是次公司通訊之印刷本：

(Please mark **ONLY ONE** "X" of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「X」號)

- I/We would like to receive a **printed copy in English**.
本人/吾等現欲收取一份英文印刷本。
- I/We would like to receive a **printed copy in Chinese**.
本人/吾等現欲收取一份中文印刷本。
- I/We would like to receive **both the printed English and Chinese copies**.
本人/吾等現欲收取英文及中文各一份印刷本。

Part B I/We would like to change the choice of language(s) and/or means of receipt of future Corporate Communications* of the Bank as indicated below:
乙部 本人/吾等現欲更改以下列方式收取恒生日後公司通訊*之語言版本及/或收取方式：

(Please mark **ONLY ONE** "X" of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「X」號)

- to read all future Corporate Communications from the Bank's website in the place of receiving printed copies, and to receive a notification letter of the publication of the Corporate Communications on the Bank's website; **OR**
於恒生網站瀏覽日後所有公司通訊，以代替收取印刷本，並收取公司通訊已在恒生網站發布之通知信函；或
- to receive the **printed English version ONLY** of all future Corporate Communications; **OR**
日後只收取所有公司通訊之英文印刷本；或
- to receive the **printed Chinese version ONLY** of all future Corporate Communications; **OR**
日後只收取所有公司通訊之中文印刷本；或
- to receive **both the printed English and Chinese versions** of all future Corporate Communications.
日後同時收取所有公司通訊之英文及中文印刷本。

Please note that if you want to access the Current or future Corporate Communications of the Bank via the websites of the Bank and of Hong Kong Exchanges and Clearing Limited, you do not have to return the request form.

如閣下欲於恒生或香港交易及結算有限公司網站瀏覽恒生是次(或日後)之公司通訊，則毋須填寫本申請表格。

Name(s) of Shareholder(s)[#]
股東姓名[#]

Signature
簽署

(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 Bank's website.
如從恒生網站下載本申請表格，必須填上有關資料。

Notes 附註：

- Please complete all your details clearly.
請清楚填寫所有資料。
- "Non-registered Shareholder" means such person or company whose shares are held in The Central Clearing and Settlement System and who has notified the Bank from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications of the Bank.
「非登記股東」乃指其股份存放於中央結算及交收系統之人士或公司，並已透過香港中央結算有限公司不時向恒生發出通知，希望收到恒生之公司通訊。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- The above instruction will apply to Current and all future Corporate Communications to be sent to you until you notify to the Bank c/o Computershare Hong Kong Investor Services Limited to the contrary or you have ceased to have holdings in the Bank.
上述指示適用於是次及日後發送予閣下之所有公司通訊，直至閣下通知恒生之股份登記處香港中央證券登記有限公司以作另行安排或閣下已停止持有恒生股份為止。
- For the avoidance of doubt, we do not accept any special instructions written on this request form.
為免存疑，任何在本申請表格上手寫之額外指示，將不予處理。

* Corporate Communications include but are not limited to (a) the directors' report and annual accounts together with a copy of the auditor's report and, where applicable, a summary financial report; (b) the interim report and, where applicable, a summary interim report; (c) a notice of meeting; (d) a listing document; and (e) a circular.
公司通訊包括但不限於：(a)董事會報告及年度賬目，連同核數師報告副本及(倘適用)財務報告摘要；(b)中期報告及(倘適用)中期報告摘要；(c)會議通告；(d)上市文件；及(e)通函。

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"). The supply of your Personal Data to the Bank and/or its Registrar is on a voluntary basis and such data may be used for processing your instructions and/or requests as stated in this form. Your Personal Data will be disclosed or transferred to the Registrar's agents, contractors or third-party service providers of the Bank for any of the stated purposes, and retained for such period as may be necessary for verification and record purposes. 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 should be in writing to the Personal Data Privacy Officer of the Bank's Registrar by post or by email to PrivacyOfficer@computershare.com.hk.

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義。閣下乃基於自願性質向恒生及/或其股份登記處提供閣下之個人資料，該等資料將用以處理閣下在本申請表格上所述之指示及/或要求。為達致上述目的，閣下之個人資料將會披露予或轉交至股份登記處之代理、承包商或恒生之第三方服務供應商，並將透過適當期間保留作核實及記錄用途。閣下有權根據《私隱條例》之條文要求查閱及/或修改閣下之個人資料。任何該等要求均須以書面方式透過郵遞或電郵至 PrivacyOfficer@computershare.com.hk 向恒生股份登記處之個人資料私隱主任提出。

CCS4012

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 Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，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