



# SHENWAN HONGYUAN (H.K.) LIMITED

## 申萬宏源(香港)有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock code 股份代號 : 218)

### NOTIFICATION LETTER 通知信函

25 April 2023

Dear Shareholders,

#### Shenwan Hongyuan (H.K.) Limited (the “Company”)

#### Notice of Publication of (1) 2022 Annual Report; (2) AGM Circular and Notice; and (3) Proxy Form (collectively, the “Current Corporate Communications”)

The English and Chinese versions of the Company’s Current Corporate Communications are available on the Company’s website at [www.swhyhk.com](http://www.swhyhk.com) and the website of The Stock Exchange of Hong Kong Limited (the “HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk). If you have chosen to receive the Corporate Communications (Note) in printed form, the printed copy of the Current Corporate Communications in your selected language(s) is/are enclosed.

For shareholders who have chosen (or are deemed to have consented) to access all the Corporate Communications via the Company’s website (“Website Version”) but for any reason you have difficulty in receiving or gaining access to the Website Version of the Current Corporate Communications, or if you would like to receive a printed version of the Current Corporate Communications in a language version other than your existing choice, please complete and sign the Change Request Form on the reverse side of this letter and return it to the Company’s Share Registrar, Tricor Tengis Limited (the “Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by using the mailing label as indicated in the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The Change Request Form may also be downloaded from the Company’s website at [www.swhyhk.com](http://www.swhyhk.com) or the website of HKEx at [www.hkexnews.hk](http://www.hkexnews.hk). The Company will promptly, upon your request, send the Current Corporate Communications to you in printed form free of charge.

If you would like to change your choice of means of receipt and/or language of all future Corporate Communications, please complete and sign the Change Request Form and return it to the Company’s Share Registrar at the abovementioned address by using the mailing label as indicated in the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp).

Should you have any queries in relation to this letter, please call the telephone hotline of the Company’s Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding public holidays) or send an email to [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Shenwan Hongyuan (H.K.) Limited**  
**Wong Che Keung Leslie**  
Company Secretary

Note: “Corporate Communications” means any document(s) issued or to be issued by the Company for the information or action of any shareholders, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditors’ report and, where applicable, a summary financial report; (b) the annual report and, where applicable, a summary annual report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位股東：

#### 申萬宏源(香港)有限公司(「本公司」)

#### (1) 2022 年年度報告；(2) 股東週年大會通函及通告；及(3) 代表委任表格(「是次公司通訊」)

本公司是次公司通訊的中、英文版本已上載於本公司的網站([www.swhyhk.com](http://www.swhyhk.com))及香港聯合交易所有限公司(「香港交易所」)網站([www.hkexnews.hk](http://www.hkexnews.hk))。如閣下已選擇收取公司通訊(附註)的印刷本，隨本函附上閣下所選擇之語言版本的是次公司通訊印刷本。

對於已選擇(或被視為已同意)透過本公司網站瀏覽所有公司通訊(「網上版本」)的股東，但基於任何原因閣下在收取或瀏覽是次公司通訊的網上版本遇到困難時，或閣下欲收取有別於閣下現時選擇的另一個語言的是次公司通訊印刷本，請填妥並簽署本函背面的變更申請表格，並使用變更申請表格內標示的郵寄標籤寄回本公司股份過戶登記處卓佳登捷時有限公司(「股份過戶登記處」)，地址為香港夏慤道16號遠東金融中心17樓(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。變更申請表格亦可於本公司網站([www.swhyhk.com](http://www.swhyhk.com))或香港交易所網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。本公司將應閣下的要求立即向閣下免費寄發是次公司通訊的印刷版本。

閣下如欲更改收取日後所有公司通訊的收取方式及/或語言版本，請填妥及簽署在本函背面的變更申請表格，並使用隨附的郵寄標籤寄回本公司股份過戶登記處，地址如上(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。

閣下如有任何與本函有關的疑問，請致電本公司股份過戶登記處電話熱線(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午9時正至下午5時正，或發送電郵至[218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com)。

代表  
申萬宏源(香港)有限公司  
公司秘書  
黃熾強  
謹啟

二零二三年四月二十五日

附註：「公司通訊」指本公司刊發或將予以刊發以供任何股東參照或採取行動的任何文件，包括但不限於：(a) 董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告；(b) 年度報告及(如適用)年度摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 委任代表書。

CHANGE REQUEST FORM 變更申請表格

You do NOT need to complete this form if you have received the document(s) in the language(s) 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,則毋須填寫本表格。

To: Shenwan Hongyuan (H.K.) Limited (the "Company")  
(Stock Code: 218)  
c/o Tricor Tengis Limited  
17/F, Far East Finance Centre,  
16 Harcourt Road, Hong Kong

致: 申萬宏源(香港)有限公司(「本公司」)  
(股份代號: 218)  
經卓佳登捷時有限公司  
香港夏愨道16號  
遠東金融中心17樓

Part A I/We have received a printed copy of the Current Corporate Communications in English/Chinese or have chosen (or am/are deemed to have consented) to access the Website Version of the Current Corporate Communications. I/We would like to request a printed version of the Current Corporate Communications in the manner as indicated below:  
甲部 本人/吾等已收取是次公司通訊之英文/中文印刷本或已選擇(或被視為已同意)瀏覽是次公司通訊的網上版本。本人/吾等現欲以下列方式收取是次公司通訊的印刷本:

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

- to receive a printed copy in English; OR  
收取一份英文印刷本;或
- to receive a printed copy in Chinese; OR  
收取一份中文印刷本;或
- to receive both the printed English and Chinese copies.  
同時收取英文及中文各一份印刷本。

Part B I/We would like to change the choice of means of receipt and/or language(s) of all future Corporate Communications in the manner as indicated below:  
乙部 本人/吾等現欲以下列方式收取日後所有公司通訊之收取方式及/或語言版本:

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

- to access the Website Version of all future Corporate Communications instead of receiving printed copies; OR  
瀏覽日後所有公司通訊的網上版本,以取代收取印刷本;或
- to receive a printed English version of all future Corporate Communications ONLY; OR  
僅收取日後所有公司通訊的英文印刷本;或
- to receive a printed Chinese version of all future Corporate Communications ONLY; OR  
僅收取日後所有公司通訊的中文印刷本;或
- to receive both the printed English and Chinese versions of all future Corporate Communications.  
同時收取日後所有公司通訊的英文及中文印刷本。

Name(s) of Shareholder(s)\*

股東姓名\*

Signature

簽名

(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 (Optional)

聯絡電話號碼(可選擇是否填寫)

Date

日期

\* You are required to fill in the details if you download this Request Form from the Company's website or the website of The Stock Exchange of Hong Kong Limited.  
假如閣下從本公司或香港聯合交易所有限公司的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.  
請清楚填寫所有資料。
- Any form with more than one box marked (✓), with no box marked (✓), 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地方填寫不正確,則本表格將會作廢。
- The above instruction will apply to all future Corporate Communications to be sent to you by completing and returning it to the Company's Share Registrar, Tricor Tengis Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.  
填妥及寄回本表格至本公司股份過戶登記處,卓佳登捷時有限公司,地址為香港夏愨道16號遠東金融中心17樓,表示上述指示適用於將來發送予閣下之所有公司通訊。
- For the avoidance of doubt, we do not accept any additional instruction on this Request Form.  
為免存疑,本公司將不會處理任何在本申請表格上的額外指示。

PERSONAL INFORMATION COLLECTION STATEMENT (the "PICS") 收集個人資料聲明

Personal data under the PICS (the "Personal Data") shall have the same meaning as defined under Personal Data (Privacy) Ordinance, Cap. 486 of the Laws of Hong Kong (the "PDPO").

(收集個人資料聲明)所指的個人資料(「個人資料」)須與香港法律第486章《個人資料(私隱)條例》所界定者具有相同涵義。

Your supply of the Personal Data to the Company is on a voluntary basis for the purpose of processing your instructions as stated in this form for receiving the Corporate Communications (the "Purposes"). Failure to supply sufficient information may render the Company unable to process your instructions in connection with the aforesaid Purposes. We may disclose or transfer the Personal Data to our agent, contractor, or third party service provider who provides administrative, computer and other services to us for use in connection with the Purposes and to such parties who are authorized by law to request the information or are otherwise relevant for the Purposes and need to receive the information. Your Personal Data will be retained for such period as may be necessary to fulfil the Purposes. Request for access to and/or correction of the relevant Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing by mail to the Company/Tricor Tengis Limited at the above address.

閣下是自願向本公司提供個人資料,以用於處理閣下在本表格上所述有關收取本公司通訊的指示(「該等用途」)的要求。如閣下並未能提供充分的資料,可能會導致本公司未能處理閣下就該等用途而發出的指示。我們可能會向為本公司提供行政、電腦及其他服務的代理人、承辦商或第三方服務供應商,以及其他依法獲授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士披露或提供有關個人資料。為進行該等用途,本公司將在所需時間內保留閣下的個人資料。有關查閱及/或更正相關個人資料的要求可按照《個人資料(私隱)條例》提出,而有關要求須以書面作出並郵寄至本公司/卓佳登捷時有限公司,地址已在上文載列。

(Please cut along the dotted line. 請沿虛線剪下。)

Please cut the mailing label and stick it on an envelope  
to return this Request Form to us.  
No postage is required if posted in Hong Kong.

閣下寄回此申請表格時,請將郵寄標籤剪貼於信封上。  
如在本港投寄,毋須貼上郵票。

Mailing Label 郵寄標籤

Tricor Tengis Limited  
卓佳登捷時有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港  
Shenwan Hongyuan (H.K.) Limited  
申萬宏源(香港)有限公司  
(218)