



NOTIFICATION LETTER 通知信函

28 March 2024

Dear Non-registered Shareholder ^(Note),

Hang Seng Bank Limited (the “Bank”)

– (1) Notice of publication of Annual Report 2023, Circular and Notice of Annual General Meeting (collectively “Current Corporate Communications”) and Environmental, Social and Governance Report 2023; and (2) Election of Means of Receipt of Corporate Communications*

The Bank’s Annual General Meeting will be held at Hang Seng Bank Headquarters, 83 Des Voeux Road Central, Hong Kong on Wednesday, 8 May 2024 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 Information”, or “Circulars to Shareholders”, or “Notices of General Meetings of Shareholders”, or by browsing through the HKEx’s website.

The Bank offers our shareholders to receive the Corporate Communications (a) by electronic means through the Bank’s website (“Electronic Version”) or (b) in printed form, in English and/or Chinese version(s). To support HKEx’s paperless initiatives and the Bank’s commitment to sustainability, shareholders are encouraged to elect the Electronic Version in the place of receiving printed copies, and to receive notification of the publication of the Corporate Communications on the Bank’s website through email or, if none provided, by post. To make your choice, please liaise with your bank(s), broker(s), custodian(s) or nominee(s) through which your shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.

If you have difficulty in receiving or gaining access to the Current Corporate Communications through the Bank’s website, or want to receive printed version of the Current Corporate Communications, 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 Registrar (i) by post, using the mailing label as indicated in the request form, or (ii) by email to hangseng@computershare.com.hk.

The Bank’s Environmental, Social & Governance Report 2023 is published in electronic form only on the Bank’s website and the HKEx’s website. You may access the Report by clicking “Environmental, Social and Governance - Report” under “About Hang Seng” on the home page of the Bank’s website, or on the HKEx’s website.

Yours faithfully,

Cheung Ka Ki

Company Secretary and Head of Corporate Governance

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」)

– (1) 2023 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 2023 之發佈通知; 及(2) 選擇收取公司通訊*之方式

本行將於 2024 年 5 月 8 日 (星期三) 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 及香港交易及結算所有限公司 (「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「財務資訊」，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。

本行提供以下收取公司通訊的方式予股東選擇：(a) 以電子方式透過本行網站收取公司通訊 (「電子版本」)；或(b) 收取公司通訊的英文及/或中文印刷本。為配合香港交易所推動無紙化及體現本行對可持續發展的承諾，本行期望各股東選擇收取電子版本，以代替收取印刷本，並透過電郵或(如未有提供電郵地址) 郵寄方式收取有關公司通訊已在本行網站發佈之通知。請閣下將有關之選擇提交予代閣下持有股份的銀行、經紀、託管商或代理人 (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。

倘若閣下於本行網站收取或瀏覽是次公司通訊時出現困難或欲收取是次公司通訊之印刷本，請填妥本函背面之申請表格，並(i) 以郵寄方式 (按申請表格上之指示使用郵寄標籤) 或(ii) 以電郵方式 (發送至 hangseng@computershare.com.hk) 交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」)。

本行環境、社會及管治報告 2023 僅以電子形式上載於本行網站及香港交易所網站。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。

公司秘書及企業管治主管

張嘉琪 謹啟

2024 年 3 月 28 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



恒生銀行
HANG SENG BANK

CCS8394

HANH_NRH



Stock codes: 11 (HKD counter) and 80011 (RMB counter)
股份代號: 11 (港幣櫃台) 及 80011 (人民幣櫃台)

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")**
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」)
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

(1) Means of Receipt of all future Corporate Communications 收取日後所有公司通訊之方式

As a Non-registered Shareholder, if you wish to receive Corporate Communications, please liaise with and provide your email address to your Intermediaries. 作為非登記股東，如閣下欲收取公司通訊，請聯絡並提供閣下的電子郵件地址予閣下的中介公司。

(2) Request of printed Current Corporate Communications 收取是次公司通訊之印刷本

I/We would like to receive the **printed Current Corporate Communications** of the Bank in English version and/or Chinese version
本人/吾等現欲收取恒生是次公司通訊印刷本之 英文版本及/或 中文版本

(Please note that if you wish to access the Current Corporate Communications of the Bank via the Bank's website and/or the HKEx's website, you do not have to return the form.)

如閣下欲於恒生及/或香港交易所網站瀏覽恒生是次之公司通訊，則毋須填寫本申請表格)

Name(s) of shareholder(s) 股東姓名 _____

Address 地址 _____

Contact number 聯絡電話號碼 _____

Date 日期 _____

Signature 簽署 _____

Notes 附註:

1. Please mark "✓" of the appropriate box(es) and complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed will be void. Invalid or illegible address may result in non-delivery to you of printed copies as requested.

請在適當空格內劃上「✓」及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。如上述提供的地址無效或難以辨認，可能導致閣下無法收取所要求的印刷本。

2. Terms used in this form shall bear the same meanings as those defined in the Bank's notification letter to non-registered shareholder dated 28 March 2024.

於本申請表格內所用詞彙與本行於 2024 年 3 月 28 日發送予非登記股東之通知信函內所界定者具有相同涵義。

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"), which will include your name, contact number, and/or address. The Personal Data provided in this form will be used in connection with processing your request of the Bank's Current Corporate Communications. Your supply of the Personal Data to the Bank and/or its Registrar is on a voluntary basis. The Personal Data will be disclosed or transferred to the Registrar's agents, contractors or third-party service providers of the Bank who/which offers administrative, telecommunications, computer, payment or other data processing services to the Registrar in connection with the operation of their business for any of the above stated purpose(s). The Bank and its Registrar may also transfer the Personal Data if it is required to do so by law enforcement agencies or regulatory authorities. The Personal Data collected in this form will be retained for such period as may be necessary for any of the above purpose(s) and its directly related purposes such as for our verification, notification and record purposes. You have the right to request access to and/or correction of the Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing to the Hong Kong 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，包括閣下之姓名、聯絡電話號碼及/或地址。閣下於本申請表格所提供的個人資料會用以處理閣下收取恒生是次公司通訊的要求。閣下乃基於自願性質向恒生及/或其股份登記處提供個人資料。為達致任何上述目的，該等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，以提供與其業務運作有關的行政、電訊、電腦、付款或其他資料處理服務予股份登記處。若法律規定或應執法機關或監管部門的要求，恒生及其股份登記處亦會轉移該等個人資料。於本申請表格所收集的個人資料將會於為達致任何上述用途或任何直接相關用途所需的時間內被保存作查證、通知及記錄用途。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香港隱私主任提出。

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。