



standard  
chartered

**STANDARD CHARTERED PLC**

*(Incorporated as a public limited company in England and Wales with limited liability)  
(Hong Kong Stock Code: 2888)*

08 April 2024

Dear non-registered shareholder(s),

## **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A and 2.07B of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Articles of Association of Standard Chartered plc (the “**Company**”) and the Companies Acts 2006 of the United Kingdom, the Company is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “**Corporate Communications**”), which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) Annual Report and accounts; (b) Interim Report; (c) Notice of a shareholder meeting; (d) Listing documents and (e) circulars.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.sc.com/hk/investor-relations/](http://www.sc.com/hk/investor-relations/) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

**As a non-registered shareholder, if you wish to receive corporate communications from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.**

**If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will (i) be unable to receive email notifications regarding the publication of Corporate Communications but by ordinary post instead; and (ii) need to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communications.**

If you want to receive the Corporate Communications in printed form, please complete and return the enclosed Request Form (the “**Request Form**”) to the Company’s Hong Kong share registrar (the “**Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or contact the share registrar at <http://computershare.com/hk/contact> specifying your name, address and request to receive the Corporate Communications in printed form.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2862 8555 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours Sincerely,

Adrian de Souza  
Group Company Secretary

**Standard Chartered PLC**

Principal Place of Business in Hong Kong  
32nd Floor, 4–4A Des Voeux Road Central, Hong Kong  
Registered Office: 1 Basinghall Avenue, London EC2V 5DD  
Registered in England and Wales number 966425



## Request Form 申請表格

**To: Standard Chartered PLC (the "Company") (Stock Code: 02888)** 致：渣打集團有限公司(「貴公司」)(股份代號：02888)  
(Incorporated as a public limited company (於英格蘭及威爾士註冊之  
in England and Wales with limited liability) 有限責任的公眾有限公司)  
c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, 香港灣仔  
Wan Chai, Hong Kong 皇后大道東183號合和中心17M樓

I/We would like to receive the Corporate Communications\* of the Company ("Corporate Communications") in the manner as indicated below:

本人／我們希望以下列方式收取 貴公司之公司通訊文件\*(「公司通訊文件」)：

(Please mark **ONLY ONE (X)** in the following boxes)

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- to receive the **printed English version** of Annual Report and Accounts, and other shareholder communications **ONLY; OR**  
僅收取年報及賬目，以及其他股東通訊之**英文印刷本**；或
- to receive the **printed Chinese version** of Annual Report and Accounts, and other shareholder communications **ONLY; OR**  
僅收取年報及賬目，以及其他股東通訊之**中文印刷本**；或
- to receive both **printed English and Chinese versions** of Annual Report and Accounts, and other shareholder communications; **OR**  
同時收取年報及賬目，以及其他股東通訊之**英文及中文印刷本**；或
- to receive the **printed English version** of Standalone Strategic Report, and other shareholder communications **ONLY; OR**  
僅收取獨立策略報告及其他股東通訊之**英文印刷本**；或
- to receive the **printed Chinese version** of Standalone Strategic Report, and other shareholder communications **ONLY; OR**  
僅收取獨立策略報告及其他股東通訊之**中文印刷本**；或
- to receive both **printed English and Chinese versions** of Standalone Strategic Report, and other shareholder communications.  
同時收取獨立策略報告及其他股東通訊之**英文及中文印刷本**。

Contact telephone number  
聯絡電話號碼

Signature(s)  
簽名

Notes 附註：

- Please complete all your details clearly.  
請 閣下清楚填寫所有資料。
- This letter is addressed to Non-registered holders ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).  
此函件乃向非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統(中央結算系統)的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊文件)發出。
- 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 the Corporate Communications to be sent to you until you notify the Company c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.  
上述指示適用於發送予 閣下之公司通訊文件，直至 閣下經香港中央證券登記有限公司通知本公司另外之安排或任何時候不再持有本公司的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this Request Form.  
為免存疑，任何在本申請表格上的額外指示，本公司將不予處理。

\* Corporate Communications includes but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the half year report and, where applicable, summary half year report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
公司通訊文件包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)半年報告及半年摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

The privacy and security of your personal data is taken very seriously and at all times the share issuer and registrar will comply with the prevailing laws and regulations governing confidentiality, data protection and security of information. For more information on how your personal data is processed and your privacy rights, a privacy notice is available on the share issuer's website [sc.com/hk/privacy-policy-statement](http://sc.com/hk/privacy-policy-statement).

For more information on how your personal data is processed and your privacy rights, you should check with the share issuer.  
本公司非常重視 閣下個人資料的私隱及安全，而股份發行人及股份過戶登記處將一直遵守有關保密、資料保障及資料安全的現行法律及法規。  
有關如何處理 閣下個人資料及 閣下私隱權的更多資料，請參閱股份發行人網站 [sc.com/hk/zh/privacy-policy-statement](http://sc.com/hk/zh/privacy-policy-statement) 上的私隱聲明。  
有關如何處理 閣下個人資料及 閣下私隱權的更多資料， 閣下應向股份發行人查詢。

CCS8243

STDH-08042024-1(0)



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](http://www.computershare.com/hk/contact)

