

THE HONGKONG AND SHANGHAI HOTELS, LIMITED 香港上海大酒店有限公司

(Incorporated in Hong Kong with limited liability) (Stock Code: 00045)

Dear Shareholders,

Notification of Publication of 2023 Annual Report, Circular, Notice of Annual General Meeting¹, Proxy Form ("Current Corporate Communications"), 2023 Corporate Responsibility and Sustainability Report ("CRS Report") and Arrangement of Electronic Dissemination of Corporate Communications

The Current Corporate Communications and CRS Report (in both English and Chinese versions) of The Hongkong and Shanghai Hotels, Limited (the "Company") are now available on the Company's website at www.hshgroup.com and on the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. You may access the Current Corporate Communications in the "Investors" section and the CRS Report (published in electronic form only) in the "Sustainable Luxury" section on the Company's website at www.hshgroup.com. If you have elected to receive the Corporate Communications² in printed form, the Current Corporate Communications are enclosed.

If you have or are taken to have agreed to receive Corporate Communications by electronic means but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications on the Company's website, or wish to receive a printed form, you may send an email to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the Share Registrar"), at hsh.ecom@computershare.com.hk, specifying your name, address and request to receive the Current Corporate Communication in printed form. Alternatively, you can send such request by post to the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Share Registrar will promptly upon your request send the Current Corporate Communications to you in printed form.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Company is making available the following options in relation to your receipt and choice of language of all future Corporate Communications:

- to read all future Corporate Communications through the Company's website at www.hshgroup.com and the website of (1)Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk (the "Website Version") in lieu of receiving printed form, by providing your email address; or
- in printed form in English only; or (2)
- (3)in printed form in Chinese only; or
- (4) in printed form in both English and Chinese.

In line with the Company's approach to corporate responsibility and sustainability, we endeavour to use less paper. As such, the Company encourages you to provide your email address by (i) scanning your personalised QR code printed on the enclosed reply form (the "Reply Form"); or (ii) filling in the enclosed Reply Form and signing and returning it to the Share Registrar by email at hsh.ecom@computershare.com.hk or by post using the mailing label in the Reply Form. If your provided email address is non-functional, the Company will send you a notification of the publication of the Corporate Communications on the Company's website by post until such time when you have provided a functional email address to the Share Registrar.

If the Company does not receive a duly completed and signed Reply Form or receives a response indicating a different choice from you by 12 May 2024 and until you inform the Share Registrar by reasonable notice in writing, you are taken to have agreed to access the Website Version of all future Corporate Communications published, and to receive (i) a notification of the publication of the Corporate Communications on the Company's website by post, and (ii) all future Actionable Corporate Communications³ in printed form.

If you want to receive all future Corporate Communications in printed form, please send an email to the Share Registrar at hsh.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form, or fill in the enclosed Reply Form and sign and return it to the Share Registrar by post using the mailing label in the Reply Form. You are entitled at any time by reasonable notice in writing to the Share Registrar by email at hsh.ccom@computershare.com.hk, or by post to change the means of receipt and choice of language of the Corporate Communications. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

If you have or are taken to have agreed to access the Company's website of all future Corporate Communications but for any reason you have difficulty in receiving or gaining access to the Website Version of the Corporate Communication, the Share Registrar will promptly upon your request send the Corporate Communications to you in printed form free of charge.

Should you have any queries relating to this letter, please call the Company's hotline at (852) 2840 7788 during business hours from 9:00 a.m. to 5:30 p.m. from Monday to Friday, excluding Hong Kong public holidays.

> Yours faithfully, For and on behalf of the Board The Hongkong and Shanghai Hotels, Limited Christobelle Liao

12 April 2024

Executive Director and Company Secretary

Notes:

- Annual General Meeting of the Company will be held at The Peninsula Hong Kong, Salisbury Road, Kowloon, Hong Kong on Wednesday, 8 May 2024 at 12:00 noon.
- Corporate Communication refers to any document issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to the
- annual report, interim report, notice of meeting, circular and proxy form. Actionable Corporate Communication is any Corporate Communication that seeks instructions from shareholders on how they wish to exercise their rights or make an election. 3

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Shareholder's information (Name and Address) 股東資料 (姓名及地址)

	REPLY FORM	回條
To:The Hongkong and Shanghai Hotels, Limited (th c/o Computershare Hong Kong Investor Services Li (The "Share Registrar") 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong	e "Company") mited	致:香港上海大酒店有限公司(「公司」) 經香港中央證券登記有限公司 (「股份登記處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓
(Please <u>choose ONLY ONE of the options below</u>) (請從以下選項中 只選擇其中一項)		
Option 1: Provide your email address fo the Company via electronic di		
選項1: 掃瞄閣下專屬二維碼提供閣下 發布的未來公司通訊 [*]	之電子郵件地址,以接收公	公司通過電子方式
You are NOT required to re 如選擇了選項 1, 閣下 無須		ou choose Option 1.
Option 2: I/we hereby provide my/our email address 選項 2: 本人/吾等現以書面提供本人/吾等之電子望 Name of Shareholder(s) 股份持有人姓名:		orporate Communications of the Company via electronic dissemination 電子方式發布的未來公司通訊
Email address 電郵地址: ¹		
from the receipt date of instruction. ² (Please mark " \checkmark ")	in the below box if applicable)	inted form and noted that this instruction is valid only for one year starting 朝起計一年內有效。 ²⁽ 如適用,請在以下方格內劃上「√」號) □ English and Chinese Version 英文及中文版本
Signature(s): ³ 簽名: ³	Contact number: 聯絡電話號碼:	Date: 日期:
到有關發布公司通訊的郵音通知。 If you mark "ゲ" in the box in Option 3, no email address will be registe 曾收取公司通訊的印刷版。 Please complete all your details clearly. If your shares are held in joim Any reply form with no signature or otherwise incorrectly completed will If you provide more than one email address by OR code, email, reply for 電子範疇地址, 只有TE 天使提供的電子術中也就得做研究登記。 For the avoidance of doubt, the Company does not accept any other instu	red and only Corporate Communications in prin names, any one shareholder may sign this Rep be void. 任何回除若未有簽署或在其他方面姨 m and/or other means, only the latest one email ructions given on this Reply Form. 為免存疑, ed by the Company for the information or actio	il address provided will be registered. 如闇下通過二維碼、電郵、回條及/或其他方式提供多於一個的 在本回條上的任何額外指示,公司將不予處理。 on of any holders of its securities, including but not limited to the annual report, interim report, notice
ERSONAL INFORMATION COLLECTION STATEMENT 文集個人資料聲明		
and/or requests as stated in this Reply Form. 關下於本口條所提供的個人資料將用於包括但不限於)有關公司以電 可能無法處理關下在本回條上所述的指示及/或要求。 i. Your Personal Data may be disclosed or transferred by the Company to be retained for such period as may be necessary for our verification and 公司可就任何所說明的用途或在法例規定的情况下,將關下的個人資料 . You have the right to request access to and/or correction of Your Persona	tion with, including but not limited to, the Com to the Company is on a voluntary basis. In case 孑方式發布公司通訊及就閣下持有的公司證券- its subsidiaries, the Share Registrar, and/or oth record purposes. 斗拨露或轉移拾公司的附屬公司, 股份登記處, 1 Data in accordance with the provisions of the	hapter 486 of the Laws of Hong Kong ("PDPO"). 」 約涵義相同。 pamy's electronic dissemination of Corporate Communications and to liaise with you on other matters of a failure to provide sufficient information, the Company may not be able to process your instructions 中間的其他事宜上與閣下聯絡。閣下是自顧向公司提供個人資料。若閣下未能提供足夠資料,公司 her companies or bodies for any of the stated purposes, or when it is required to do so by law and will 、及/或其他公司或團體,並將在適當期間保留該等個人資料作核實及記錄用途。 PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by Wan Chai, Hong Kong or by email at <u>PrivacyOffcer@computershare.com.hk.</u> 書面方式影響套服份登記處(地址為香港灣仔星后大道東 183 號合和中心 17M 樓) 向香港隨私主任
Mailing Label 郵寄標籤	1	Please cut the mailing label and stick it on an envelope to return this form to us.
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	I	No postage is necessary if posted in Hong Kong. 當關下寄回此回條時,請將郵寄標籤剪貼於信封上。 如在本港投寄,關下無需支付郵費或贴上郵票。