

SHANGRI-LA GROUP

Shangri-La Asia Limited
(Incorporated in Bermuda with limited liability)
website: www.ir.shangri-la.com
(Stock code: 00069)

26 April 2024

To the registered shareholders

Dear Shareholder,

Notification of publication of the following document(s)

- **2023 Annual Report**
- **2023 Sustainability Report (electronic version only)**

(“Publication”)

We, Shangri-La Asia Limited (“**Company**”), hereby inform that the captioned Publication of the Company has been prepared in English and Chinese versions which is available/will be available on or about the date of this letter on the Company’s website at www.ir.shangri-la.com and on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk. Printed copies of the Publication are also available from the Company or its branch share registrar, Tricor Abacus Limited (“**Registrar**”).

If you have selected (or are deemed to have selected) to receive all corporate communications issued by the Company via the Company’s website, but have difficulty in receiving or gaining access to the Publication, you may request printed form of the Publication (other than the sustainability report) from the Registrar, free of charge, by completing the reply slip hereunder and return it together with this letter to the Registrar (a) by email to shangri-la-ecom@hk.tricorglobal.com, or (b) by fax to (852) 2890 9350, or (c) by post.

If you insist on obtaining a hard copy of the Company’s sustainability report, you may, upon the publication of the sustainability report and within one month therefrom, collect a xerox copy at the Company’s principal place of business at 28/F Kerry Centre, 683 King’s Road, Quarry Bay, Hong Kong SAR.

Please note that you also have the right to change your preferred means of receipt or language of the Company’s corporate communications at any time, free of charge, by using the **Form B – Form of Change of Preference** attached to this letter.

You are encouraged to select the electronic means (via any of the above websites) which is a more convenient and prompt method of communication with shareholders.

Should you have any queries on the above matters, please call the Registrar’s hotline on (852) 2980 1333 from 9:00 am to 5:00 pm (Monday to Friday, excluding public holidays).

Yours faithfully,

For and on behalf of

Shangri-La Asia Limited

SEOW Chow Loong Iain

Company Secretary

REQUEST FOR PRINTED COPY

You do NOT need to act on this reply slip if you have received the Publication in the language or in the manner you want.

To: Tricor Abacus Limited
17/F, Far East Finance Centre
16 Harcourt Road
Hong Kong SAR
Fax number: (852) 2890 9350
Email: shangri-la-ecom@hk.tricorglobal.com

Re: Shangri-La Asia Limited (Stock code: 00069)

I/We would like to receive the Publication (other than the sustainability report) in the form as indicated below (please tick **only one box**) other than the form that I/we had received:

- in printed form in English only (by post); or
- in printed form in Chinese only (by post); or
- in printed forms in both English and Chinese (by post).

Signature(s): _____

Date: _____

Name of shareholder: _____

Contact telephone number: _____

Registered address: _____

Notes:

1. This reply slip shall be signed by the authorized signatory(ies) and in the manner as registered with the Registrar.
2. For the avoidance of doubt, any special instruction written on this reply slip will not be accepted.

FORM B – FORM OF CHANGE OF PREFERENCE 表格B – 更改選擇表格

*You do NOT need to complete this Form if you have received the document(s) in the language or in the manner you want.
倘閣下收取之文件版本所採用之語言，或該文件之送遞方式符合閣下之意願，則毋須填寫此表格。*

To: Tricor Abacus Limited
17/F, Far East Finance Centre
16 Harcourt Road
Hong Kong SAR
Fax number: (852) 2890 9350
Email: shangrila-ecom@hk.tricorglobal.com

致：卓佳雅柏勤有限公司
香港特別行政區
夏愨道16號
遠東金融中心17樓
傳真號碼：(852) 2890 9350
電郵：shangrila-ecom@hk.tricorglobal.com

Re: **Shangri-La Asia Limited (Stock code: 00069) (“Company”)**
有關：香格理拉(亞洲)有限公司(股份代號：00069) (「公司」)

I/We would like to receive future corporate communications of the Company as indicated below (please tick **only one box**):
本人/吾等欲透過以下方式收取公司日後之公司通訊(請只選擇一項，並於適當空格加上「✓」號)：

- by electronic means by receiving a written notification (by email or by post) of the publication of the relevant corporate communications on the Company’s website (www.ir.shangri-la.com) (“**Electronic Version**”); or
以電子方式收取公司之相關公司通訊，即接受書面通知(以電郵或經郵遞)知會相關公司通訊刊載於公司網址(www.ir.shangri-la.com)上之事宜(「**電子版本**」)；或

For corporate communications other than sustainability report
可持續發展報告以外之公司通訊

- in printed form in English only (by post); or
只收取英文印刷本(經郵遞)；或
- in printed form in Chinese only (by post); or
只收取中文印刷本(經郵遞)；或
- in printed forms in both English and Chinese (by post).
同時收取英文及中文印刷本(經郵遞)。

My/Our e-mail address:
本人/吾等之電郵地址：

(applicable to those selecting Electronic Version and for notification of release of corporate communications)
(適用於選擇電子版本者及供知會發出公司通訊之用)

Name of shareholder:
股東姓名：

Date:
日期：

Signature(s):
簽署：

Contact telephone number:
聯絡電話：

Registered address:
登記地址：

Notes 附註：

- Please complete, sign and return this Form to the Company’s branch share registrar, Tricor Abacus Limited (“**Registrar**”) (a) by email to shangrila-ecom@hk.tricorglobal.com, or (b) by fax to (852) 2890 9350, or (c) by post using the mailing label as indicated below.
請填妥及簽署此表格，並(a)電郵至shangrila-ecom@hk.tricorglobal.com，或(b)傳真至(852) 2890 9350，或(c)按以下郵寄標籤所示，郵寄至公司之股份過戶登記處，卓佳雅柏勤有限公司(「**登記處**」)。
- The above instruction will apply to all corporate communications of the Company to be sent to you until you inform the Registrar otherwise.
上述指示將適用於公司將發送予閣下之所有公司通訊，直至閣下另行通知登記處為止。
- This Form shall be signed by the authorized signatory(ies) and in the manner as registered with the Registrar.
此表格須由登記處記錄之簽署授權人及簽署指令方式簽署。
- Both English and Chinese printed copies of all the Company’s future corporate communications will be available from the Company or the Registrar on request. Their Electronic Version will also be available on the Company’s website (www.ir.shangri-la.com).
所有公司日後之公司通訊之英文及中文印刷本，均可向公司或登記處索取。該等公司通訊之電子版本亦會上載於公司網址(www.ir.shangri-la.com)上。
- For the avoidance of doubt, any special instruction written on this Form will not be accepted.
為免存疑，任何在此表格上之額外手寫指示，將不獲處理。
- If you have any queries relating to the completion of this Form, please call the Registrar’s hotline on (852) 2980 1333 from 9:00 am to 5:00 pm (Monday to Friday, excluding public holidays).
如閣下對填寫本表格有任何疑問，請於星期一至星期五(公眾假期除外)上午9時至下午5時，致電登記處熱線(852) 2980 1333查詢。

MAILING LABEL 郵寄標籤

Tricor Abacus Limited
卓佳雅柏勤有限公司
Freepost Number 簡便回郵號碼：10 GPO
Hong Kong 香港

Please cut the mailing label and stick it on an envelope to
return this Form to the Registrar.

No postage stamp is necessary if posted in Hong Kong.
閣下寄回此表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，毋須貼上郵票。