

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)

22 May 2024

Dear Shareholders,

Notification of Publication of Circular of the Scrip Dividend Scheme in relation to the 2023 Final Dividend (the "Current Corporate Communication")

The Current Corporate Communication (in both English and Chinese versions) of The Hongkong and Shanghai Hotels, The Current Corporate Communication (in both English and Chinese versions) of The Hongkong and Shanghai Hotels, Limited (the "Company") is now available on the Company's website at www.hshgroup.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. You may access the Current Corporate Communication in the "Investors" section on the Company's website. For new registered shareholders (i.e. if you previously have not received the Company's letter in relation to seeking your preference on means of receipt of Corporate Communications) and shareholders who have selected to receive the Company's Corporate Communications in printed version, enclosed is the Current Corporate Communication of the Company in both English and Chinese versions. If you have any difficulty in receiving or gaining access to the Current Corporate Communication on the Company's website for any reason, please send your request (specifying your name, address and request) by email at hsh.ecom@computershare.com.hk or by notice in writing to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Share Registrar will promptly upon receipt of your request send the Current Corporate Communication to you in printed form free of charge.

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 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
- (2) in printed form in English only; or
- (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, being a new registered shareholder, to elect to receive the Website Version and 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 a response indicating a different choice from you by 22 June 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 Communications² in printed form.

If you want to receive all future Corporate Communications in printed form, please send an email to the Share Registrar at If you want to receive an future Corporate Communications in printed form, please send an entain to the Share Registrar at hish.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.ecom@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.

Please be reminded that provision of your correct and effective contact details (including email address and mailing address) to the Company and/or the Share Registrar is critically important, and any mistakes in such details may result in failure of delivery of the Company's Corporate Communications and/or Actionable Corporate Communications to you timely in the future.

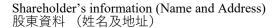
Should you have any queries relating to this letter, please call the Company's hotline at (852) 2840 7788 during business hours from 9:00 a.m. to 5:30 p.m. from Monday to Friday, excluding Hong Kong public holidays.

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

Notes:

- 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.



回條 REPLY FORM

The Hongkong and Shanghai Hotels, Limited (the "Company") c/o Computershare Hong Kong Investor Services Limited (The "Share Registrar")

17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong

(Please **choose ONLY ONE** of the options below) (請從以下選項中**只選擇其中一項**)

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

Personalised QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Corporate Communications* of the Company via electronic dissemination by scanning your personalised QR code

掃瞄閣下專屬二維碼提供閣下之電子郵件地址,以接收公司通過電子方式 選項 1: 發布的日後公司通訊

You are **NOT required** to return this Reply Form if you choose Option 1.

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| Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications of the Company via electronic dissemination 選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址,以確保收到公司通過電子方式發布的日後公司通訊 | | |
| Name of Shareholder(s) 股份持有人姓名: Email address 電郵地址: 1 | | |
| | | |
| Option 3: I/we hereby request for receipt of future Corporate Communications in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction.² (Please mark "✓" in the below box if applicable) 選項 3: 本人/吾等現要求收取日後公司通訊印刷本,並已知悉本指示由收取指示日期起計一年內有效。² '如適用,請在以下方格內劃上「✓」號) English Version 英文版本 Chinese Version 中文版本 English and Chinese Version 英文及中文版本 | | |
| Signature(s): ³ | Contact number: | Date: |

簽名:3

聯絡電話號碼:

- 所註。
 If the Company does not receive a functional email address in your reply, you will receive notifications regarding the publication of Corporate Communications by post, 知公司沒有收到關下的有效電子郵件地址,關下將收到有關發布公司通訊的鄉毒清通知。
 If you mark "'' in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received. 知關下在選項3 方格內劃上「✔」號,將不會有電子郵件地址被登記,只會收取公司通訊的印刷外。
 Please complete all your details clearly. If your shares are held in joint names, any one shareholder may sign this Reply Form. 請清楚接受網下之所有資料。如鳳聯名股東,任何一名股東均可簽署本回條。
 Any reply form with no signature or otherwise incorrectly completed will be void. 任何回錄若未有簽書或在其他方面與為不正確,則本回錄清會作總。
 If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 知阁下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子部件地址榜整理研究全置。
 For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑,在本回線上的任何額外指示,公司將不予處理。
- Corporate Communication refers to any documents 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. 公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

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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

日期:

當閣下寄回此回條時,請將郵寄標籤剪貼於信封上。 如在本港投寄,閣下無需支付郵費或貼上郵票。

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.