



恒生銀行

Dear Shareholder,

## Letter to New Registered Shareholders - Election of Means of Receipt of Corporate Communications\*

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Hang Seng Bank Limited (the "Bank"), the Bank offers our shareholders to receive the Corporate Communications (a) by electronic means through the Bank's website at www.hangseng.com ("Electronic Version") or (b) in printed form, in English and/or Chinese version(s).

To support paperless initiatives of Hong Kong Exchanges and Clearing Limited 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.

## Action to be taken

If you wish to choose to receive <u>Electronic Version</u> of Corporate Communications, please:

- (1) scan the personalized QR code on the attached reply form and provide your email address for receiving notification of the publication of the Corporate Communications; or
- (2) complete the reply form and send it to the Bank c/o the Bank's Share Registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited (i) by post, using the mailing label as indicated in the form, or (ii) by email to hangseng@computershare.com.hk.

If you wish to choose to receive the <u>printed form</u> of Corporate Communications, please complete and send the reply form as per the above instructions.

If the Bank does not receive your completed reply form or your objection by 19 September 2024 and until you inform the Bank c/o the Bank's Share Registrar, you will be deemed to have consented to receiving all future Electronic Version.

You have the right to change the means of receipt of the Corporate Communications at any time, free of charge, by giving the Bank c/o the Bank's Share Registrar reasonable notice in writing or by email. Even if you have chosen (or are deemed to have consented) to receive the Electronic Version but for any reason have difficulty in receiving or gaining access to the Corporate Communications through the Bank's website, the Bank will promptly, upon your request, send the Corporate Communications to you in printed form free of charge.

Please note that the above arrangements on Corporate Communications do not relate to Actionable Corporate Communications. Actionable Corporate Communications (if any) in printed form will be send to shareholders individually by post to the registered address regardless of their choice of means of receipt of Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Bank's hotline at (852) 2198 7887 from 9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,

## Cheung Ka Ki

Company Secretary and Head of Corporate Governance

\* 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; (e) a circular; and (f) a form of proxy. Actionable Corporate Communication refers to any corporate communication that seeks instructions from shareholders on how they wish to exercise their rights or make an election as the Bank's shareholders.

## 恒生銀行有限公司

Hang Seng Bank Limited

Incorporated in Hong Kong with limited liability

Registered Office and Head Office: 83 Des Voeux Road Central, Hong Kong



NAME(S) AND ADDRESS OF THE REGISTERED SHAREHOLDER 登記股東之英文姓名及地址

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)

CCS9672

HANH

# REPLY FORM 回條

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

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

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

We would like to receive <b>all future Corporate Communications</b> (other than Actionable Corporate Communications) of the Bank in the manner as indicated below: 本人/吾等希望以下列方式收取恒生 <b>日後所有公司通訊</b> (可供採取行動的公司通訊除外):																									
notificatio 透過恒生	by <b>electronic means</b> through the Bank's website at www.hangseng.com (instead of in printed copies), with a notification of the publication either through email or by post (to address in the Bank's register of shareholders); OR 透過恒生網站 www.hangseng.com 以 <b>電子方式</b> 收取(而非收取印刷本)·並透過電郵或郵寄(至恒生股東名冊上的地址)方式收取相關的發佈通知;或																								
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- 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 email address or address may result in non-delivery to you of notification in relation to publication of Corporate Communications on the Bank's website or printed copies as requested. 請在適當空格內劃上「✓」及清楚填寫本回條。回條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。如上述提供的電郵地址或地址無效或難以辨認,可能導致 閣下無法收取有關公司通訊已於恒生網站發佈之通知或所要求的印刷本。
- 2. In case of joint registered holders, this form should be signed by the shareholder whose name stands first on the register of shareholders of the Bank. 若為股份之聯名登記持有人,則本回條須由在恒生股東名冊上就聯名持有股份而其姓名位列首位之股東簽署。
- 3. Your instruction, if any, for printed version of future Corporate Communications of the Bank will remain valid for one year starting from the receipt date of instruction by the Share Registrar, until your instruction has been revoked or superseded (whichever is earlier). 閣下就恒生日後所有公司通訊收取印刷本之指示(如有)將於股份登記處收到有關指示日期起計一年內維持有效,直至 閣下的指示被撤銷或取代(以較早者為準)。

4. Terms used in this form shall bear the same meanings as those defined in the Bank's letter to new registered shareholders dated 20 August 2024. 於本回條內所用詞彙與恒生於 2024 年 8 月 20 日發送予新登記股東之函件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, address and/or email address. The Personal Data provided in this form will be used in connection with processing your choice of means of receipt of the Bank's Corporate Communications. Your supply of the Personal Data to the Bank and/or its Share Registrar is on a voluntary basis. The Personal Data will be disclosed or transferred to the Share 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 Share Registrar in connection with the operation of their business for any of the above stated purpose(s). The Bank and its Share 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

and trained to the restand Data to the Vertical Polaria in Its required to do so by the electronal polaria and the restandant of the Proposes 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 PDPO. Any such request should be in writing to the Hong Kong Privacy Officer of the Bank's Share Registrar by post or by email to Privacy Officer @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、地址及/或電郵地址。 閣下於本回條
所提供的個人資料會用以處理 閣下收取恒生公司通訊方式的選擇事宜。 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。為達至任何上述目的,該等個人資料將會被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。於本回條所收集的個人資料將會於為達至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寄或電郵至 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.

閣下寄回此回條時·請將郵寄標籤剪貼於信封上。 1在本港投寄, 閣下無需支付郵費或貼上郵票。 如在本港投寄,