(股份代號: 11)

## 各位股東:

## 選擇收取公司通訊之方式及語言版本

根據香港聯合交易所有限公司證券上市規則及恒生銀行有限公司 (「本行」) 章程細則·本行現向 閣下提供下列 方案·以供 閣下選擇日後收取本行公司通訊(如隨附回條所說明之文件)之方式及語言版本:

- (1) 於本行網站 www.hangseng.com 瀏覽日後所有公司通訊 (「網上版本」)·以代替收取印刷本·並透過電郵或郵 寄方式收取關於公司通訊已於本行網站發佈之通知;或
- (2) 日後只收取所有公司通訊之英文印刷本;或
- (3) 日後只收取所有公司通訊之中文印刷本;或
- (4) 日後同時收取所有公司通訊之英文及中文印刷本。

本行期望各股東能踴躍選擇網上版本,因為此舉有助減少本行印刷公司通訊數量,從而減輕對環境造成之影響, 同時,亦是與股東更便捷之通訊方式。

## 須採取之行動

請 閣下於本函隨附回條上,選擇在適當之空格內劃上「X」號,並請簽署後將回條郵寄或交回本行之股份登記處香港中央證券登記有限公司 (「股份登記處」)(地址為香港灣仔皇后大道東183號合和中心17M樓),或以電郵 (hangseng@computershare.com.hk)遞交回條。倘若 閣下在香港投寄,可使用回條內郵寄標籤寄回而毋須貼上郵票,否則,請貼上適當之郵票。

倘若本行於 <u>2020 年 2 月 24 日</u>尚未收到 閣下之回條或提出反對, 閣下將被視為已同意選擇網上版本,直至 閣下透過股份登記處向本行發出合理書面通知為止。在此情況下,本行將會就有關公司通訊已在本行網站發佈之事宜,以電郵或郵寄方式通知 閣下。

閣下可隨時以書面或電郵(hangseng@computershare.com.hk)經由股份登記處向本行發出合理通知,更改 閣下關於收取公司通訊方式或語言版本之選擇,費用全免。即使 閣下已選擇(或被視為已同意選擇)收取網上版本,但因任何理由以致 閣下於本行網站收取或瀏覽公司通訊時遇到困難,本行會應 閣下之要求,盡快向 閣下免費寄發公司通訊之印刷本。

謹請注意:(a) 閣下可向本行或股份登記處索取日後所有公司通訊之英文及中文印刷本;而(b)該等公司通訊亦會上載於本行網站 www.hangseng.com 及香港交易及結算所有限公司網站 www.hkexnews.hk。

若 閣下對本函所述事項有任何疑問,請於星期一至星期五(公眾假期除外)上午9時至下午5時,致電本行熱線(852)21987887查詢。

公司秘書 李志忠 謹啟 2020年1月24日

恒生銀行有限公司 Hang Seng Bank Limited Incorporated in Hong Kong with limited liability

(Stock Code 股份代號:11)

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

Reply Form  回條	
To: Hang Seng Bank Limited (the "Bank") (Stock Code: 11) c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong I/We would like to receive the Corporate Communications* of the Bank in the ma	致: 恒生銀行有限公司 (「恒生」) (股份代號:11) 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
本人(吾等)希望以下列方式收取恒生之公司通訊 *: (Please mark ( <b>X</b> ) <b>in ONLY ONE</b> of the following boxes)	
(請於下列 <b>其中一個空格</b> 內劃上「 <b>X</b> 」號)	
of the publication of the Corporate Communications on the Bank's we	site in the place of receiving printed copies, and to receive notification ebsite either through email or post; <b>OR</b> 本·並透過電郵或郵寄方式收取關於公司通訊已在恒生
Email Address 電郵地址	
If no email address is provided, the aforesaid notification will be sent to you be be used for notification of release of Corporate Communications.)	ion of the availability of the Corporate Communications on the Bank's website in the future. by post. <u>Please provide the email address in English capital letters.</u> The email address will only 地址(知有)。如未有提供電郵地址,有關通知會郵寄予 關下。請以英文正楷填寫電郵 ate Communications; <b>OR</b>
to receive the <b>printed Chinese version ONLY</b> of all future Corpor. 日後只收取所有公司通訊之 <b>中文印刷本;或</b>	ate Communications; OR
to receive <b>both the printed English and Chinese versions</b> of all future Corporate Communications. 日後同時收取所有公司通訊之 <b>英文及中文印刷本。</b>	
Name(s) of Shareholder(s) # 股東姓名 #	Signature 簽署
(Please use ENGLISH CAPITAL LETTERS 請用英 Address <sup>#</sup> 地址 <sup>#</sup>	·
(Please use ENGLISH CAPITAL LETTERS 請用英 Contact telephone number	文正楷填寫) Date

回條

# You are required to fill in the details if you download this reply form from the Bank's website. 如從恒生網站下載本回條,必須填上有關資料

## Notes 附註:

聯絡電話號碼

- Please complete all your details clearly. 請清楚填妥所有資料。
- 関行 the Bank does not receive this reply form or receive a response indicating the objection from you by 24 February 2020, you are deemed to have consented to read all the Bank's future Corporate Communications from the Bank's website only, and we will send you a letter either by email or post notifying you of the publication of the Corporate Communications on the Bank's website. 倘若恒生於2020年2月24日仍未收到 閣下之回條或提出反對・ 閣下將被視為已同意於恒生網站瀏覽日後所有公司通訊・而恒生將就有關公司通訊已在恒生網站發佈之事宜・向 閣

日期

- By electing to read all the Bank's future Corporate Communications on the Bank's website in the place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.

  一經選擇在恒生網站瀏覽恒生日後所有公司通訊以代替收取印刷本· 關下已明示同意放棄收取公司通訊印刷本之權利。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Bank in respect of the joint holding should sign on this reply form in order to be valid. 如屬聯名股東,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,方為有效。
- 则屬聯名放東,則本回除項田在恒生股東名冊上就聯名持月股份而具姓名⑪列自⑪之股東袁著,方為自娛。
  The above instruction will apply to all future Corporate Communications to be sent to the Bank's share registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, reasonable notice in writing either by post or via email at hangseng@computershare com.hk.
  上述指示適用於日後所有常發予恒生股東之公司通訊·直至 閣下以郵寄或電郵方式(hangseng@computershare.com.hk)經由恒生股份登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東 183號合和中心 17M樓),向恒生發出合理書面通知為止。
  For the avoidance of doubt, we do not accept any special instructions written on this reply form.
  為免存疑,任何在本回條上手寫之顏外指示,將不予處理。
- 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.

  公司通訊包括但不限於: (a)董事會報告書及年度賬目 · 連同核數師報告書副本及(倘適用)財務報告摘要; (b)中期報告及(倘適用)中期報告摘要; (c)會議通告; (d)上市文件; (e)通函; 及(f)投票委託書。

CCS7009

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

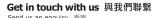
香港中央證券登記有限公司

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。



Send us an enquiry Rate our service 評價 Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact