

15 March 2012

Dear Shareholder

**Letter to New Registered Shareholders  
– Election of Languages and Means of Receiving Corporate Communications**

We are pleased to enclose the 2011 Annual Report of Hong Kong Exchanges and Clearing Limited (“HKEx”) together with the Circular dated 15 March 2012 and the Proxy Form for your attention. The 2011 Corporate Social Responsibility Report and The Listing Committee Report 2011 published in electronic version are available respectively in the “About HKEx – Corporate Social Responsibility” section and the “Listing Matters – Listing Committee” section of the HKEx website ([www.hkex.com.hk](http://www.hkex.com.hk)).

Pursuant to the Companies (Amendment) Ordinance 2010, Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and HKEx’s articles of association, HKEx is permitted to supply the Corporate Communications<sup>(Note)</sup> to Shareholders either (i) in printed form, in English and/or Chinese (“Printed Version”) or (ii) by electronic means through the HKEx website (“Electronic Version”).

We write to ascertain your preference in receiving future Corporate Communications. To make your election, please complete, sign and return the enclosed reply form by post (using the mailing label at the bottom of the reply form) to the HKEx’s registrar, Hong Kong Registrars Limited.

**If HKEx does not receive the duly completed and signed reply form or receives no response from you indicating your objection to access the Corporate Communications by electronic means through the HKEx website by 12 April 2012, you are deemed to have elected the Electronic Version instead of the Printed Version.**

**If you have elected (or are deemed to have elected) the Electronic Version, HKEx will, on the same day when the Printed Version is mailed, notify you of the publication of such Corporate Communication on the HKEx website by email or, if no email address is provided, by post to your address as appearing in HKEx’s register of members.**

You are entitled at any time by giving at least a 7-day notice in writing to HKEx’s registrar, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk) to change your choice of language and means of receiving Corporate Communications. If you have elected (or are deemed to have elected) the Electronic Version but for any reason have difficulty in accessing the relevant Corporate Communication electronically, or wish to receive printed copies, HKEx will promptly upon receiving your request send the Printed Version to you free of charge.

You are encouraged to elect the Electronic Version which helps conserve the environment, and we believe that it is also the most prompt, efficient and convenient method of communication with Shareholders. In appreciation of your support to reduce paper consumption, HKEx will donate HK\$50 to a charity with a focus on environmental protection for each election of the Electronic Version made by Shareholders, subject to a cap of HK\$100,000 per annum.

Please note that printed copies of the English and Chinese versions of all Corporate Communications are available from HKEx or HKEx’s registrar on request, and both versions are also available on the HKEx website and the HKExnews website ([www.hkexnews.hk](http://www.hkexnews.hk)).

Should you have any queries in relation to this letter, please call our registrar’s enquiry hotline on (852) 2862 8688 during business hours (9:00 am to 6:00 pm, Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully  
Joseph Mau  
Company Secretary

Encl.

Note: Corporate Communication refers to any document issued or to be issued by HKEx for the information or action of holders of any of its securities, including, but not limited to, the directors’ report and annual accounts together with a copy of the auditor’s report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.

**HKXH-15032012-1(7)**

香港交易及結算所有限公司  
Hong Kong Exchanges and Clearing Limited

**Reply Form**

**To: Hong Kong Exchanges and Clearing Limited (“HKEx”)**  
 c/o Hong Kong Registrars Limited  
 17M Floor, Hopewell Centre, 183 Queen’s Road East,  
 Wanchai, Hong Kong

**Election of Languages and Means of Receiving Corporate Communications\***

I/We would like to receive future HKEx’s Corporate Communications:

(Please “X” ONLY ONE box)

- by electronic means through the HKEx website ([www.hkex.com.hk](http://www.hkex.com.hk)) (instead of in printed copies) with an email notification to my/our email address at \_\_\_\_\_ (if any) or a notification letter mailed to my/our address when printed copies of the relevant Corporate Communications are mailed; or
- in printed form in English ONLY; or
- in printed form in Chinese ONLY; or
- in printed form in BOTH English and Chinese.

Full Name(s) of Registered shareholder(s)<sup>#</sup>: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Please use BLOCK LETTERS)

Address<sup>#</sup>: \_\_\_\_\_  
(Please use BLOCK LETTERS)

Contact telephone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature(s): \_\_\_\_\_

\* Corporate Communication refers to any document issued or to be issued by HKEx for the information or action of holders of any of its securities, including, but not limited to, the directors’ report and annual accounts together with a copy of the auditor’s report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.

# You are requested to fill in the details if you download this reply form from the HKEx website.

Notes:

1. Please complete this reply form clearly. Any reply form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
2. If HKEx does not receive your reply form or receives no response indicating your objection by 12 April 2012, you are deemed to have elected to access the Corporate Communications by electronic means through the HKEx website instead of receiving the printed copies, and we will send you a letter by post notifying you of the publication of the relevant Corporate Communication on the HKEx website in future.
3. The above instruction will apply to all future Corporate Communications to be sent to you until you notify HKEx otherwise by giving at least a 7-day notice in writing to HKEx’s registrar, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to HKEx at [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk).
4. For the avoidance of doubt, we do not accept any special instructions written on this reply form.

PERSONAL INFORMATION COLLECTION STATEMENT

- (i) “Personal Data” in these statements has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).
- (ii) Your supply of Personal Data to HKEx is on a voluntary basis. Failure to provide sufficient information, HKEx may not be able to process your instructions and/or requests as stated in this form.
- (iii) Your Personal Data may be disclosed or transferred by HKEx to its subsidiaries, its share registrar, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for our verification and record purposes.
- (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing to the Personal Data Privacy Officer of Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

HKXH-15032012-1(7)

Please cut the mailing label and stick it on an envelope to return this Reply Form to us.  
**No postage stamp necessary if posted in Hong Kong.**



**MAILING LABEL**  
 Hong Kong Registrars Limited  
 Freepost No. 37  
 Hong Kong

