

21 March 2018

Dear Shareholder

**Hong Kong Exchanges and Clearing Limited (“HKEX”)  
Letter to Existing Registered Shareholders**

**– Notice of Publication of 2017 Annual Report, and Circular dated 21 March 2018 containing Notice of Annual General Meeting together with the relevant Proxy Form (“Current Corporate Communications”)**

The English and Chinese versions of the Current Corporate Communications are available in the Investor Relations (Regulatory Disclosure) section of the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) and you can access the relevant documents under the sub-sections titled “Regulatory Reports” and “Circulars and Listing Documents” therein. The documents are also available on the HKEXnews website ([www.hkexnews.hk](http://www.hkexnews.hk)). If you have elected to receive the Corporate Communications <sup>(Note)</sup> in printed form, the printed version of the Current Corporate Communications in your selected language(s) are enclosed.

The 2017 Corporate Social Responsibility Report, published in electronic form only, is also available under the Corporate Social Responsibility (CSR Reporting) section of the HKEX Group website.

If you wish to (i) receive the Current Corporate Communications in printed form or in a language version other than your existing choice; and/or (ii) change your choice of language or means of receiving all future Corporate Communications, please complete, sign and return the enclosed request form to the HKEX’s registrar, Hong Kong Registrars Limited by post (using the mailing label at the bottom of the request form) or by email at [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk).

You may at any time change your choice of language and means of receiving Corporate Communications by giving not less than seven days’ notice in writing to HKEX’s registrar, Hong Kong Registrars Limited (by post to 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email at [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)). Even if you have elected (or are deemed to have elected) to access the Corporate Communications by electronic means through the HKEX Group website (“Electronic Version”) but for any reason have difficulty in accessing the relevant Corporate Communications electronically, or wish to receive printed copies, HKEX will promptly upon receiving your request send the printed form to you free of charge.

You are encouraged to elect the Electronic Version to help protect the environment, and we believe that it is also the most prompt, efficient and convenient method of communication with Shareholders. HKEX will donate HK\$50 whenever a Shareholder elects the Electronic Version to a charity with a focus on environmental protection, subject to a cap of HK\$100,000 per annum.

Lastly, please be reminded that HKEX’s 2018 annual general meeting will be held at the HKEX Connect Hall on the 1st Floor, One and Two Exchange Square, Central, Hong Kong on Wednesday, 25 April 2018 at 4:30 pm.

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  
Group 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-21032018-1(7)**

### Request Form

To: **Hong Kong Exchanges and Clearing Limited ("HKEX")**

c/o Hong Kong Registrars Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East,  
Wan Chai, Hong Kong

You do **NOT** need to complete this request form if you have received the document(s) in the language or in the manner you want .

#### Part A – To receive the printed version

(Please "X" appropriate boxes)

I/We would like to receive a printed  English or  Chinese version of the following HKEX's Corporate Communications:

- 2017 Annual Report  
 Circular dated 21 March 2018 and the Proxy Form

#### Part B – To change the choice of language or means of receiving Corporate Communications\*

(Please "X" ONLY ONE box)

I/We would like to receive future HKEX's Corporate Communications:

- by electronic means through the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) (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) #: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Please use BLOCK LETTERS)

Address #: \_\_\_\_\_  
(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 request form from the HKEX Group website.

#### Notes:

1. Please complete this request form clearly. Any request form with no indicated choice, with no signature or otherwise incorrectly completed will be void.
2. The above instruction in Part B will apply to all future Corporate Communications to be sent to you until you notify HKEX otherwise by giving not less than seven days' notice in writing to HKEX's registrar, Hong Kong Registrars Limited (by post to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)).
3. For the avoidance of doubt, we do not accept any special instructions written on this request 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 may result in HKEX being unable 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, Wan Chai, Hong Kong.
- (v) Please refer to the HKEX's Privacy Policy Statement which is available on the HKEX Group website for further details.

#### MAILING LABEL

Hong Kong Registrars Limited  
Freeport No. 37  
Hong Kong

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