

18 March 2020

Dear Non-registered Shareholder<sup>1</sup>

**Hong Kong Exchanges and Clearing Limited (“HKEX”)**

**– Notice of Publication of 2019 Annual Report, Circular dated 18 March 2020 together with Notice of Annual General Meeting, and Proxy Form (collectively “Current Corporate Communications”) and 2019 Corporate Social Responsibility Report**

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” thereof. 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>2</sup> in printed form, the printed copies of the Current Corporate Communications in your selected language(s) are enclosed. HKEX’s 2019 Corporate Social Responsibility Report, is published in electronic form only under the Corporate Social Responsibility (CSR Reporting) section of the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)).

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

Lastly, please be reminded that HKEX’s 2020 annual general meeting (“AGM”) will be held at the HKEX Connect Hall on the 1st Floor, One and Two Exchange Square, Central, Hong Kong on Thursday, 7 May 2020 at 4:30 pm. If you wish to attend the AGM, please seek authorisation from your intermediary/nominee.

Should you have any queries in relation to this letter, please call the enquiry hotline of HKEX’s registrar 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

Notes:

1. This letter is addressed to HKEX’s non-registered shareholders. Non-registered shareholder means such person or company whose shares are held in the Central Clearing and Settlement System (CCASS) and who has notified HKEX from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications. If you have sold or transferred your shares in HKEX, please disregard this letter and the request form overleaf.
2. 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.

各位非登記股東<sup>1</sup>：

香港交易及結算所有限公司（「香港交易所」）

– 有關《2019年年报》、於2020年3月18日刊發的通函連同股東周年大會通告及代表委任表格（統稱「本次公司通訊」）以及《2019年企業社會責任報告》的刊發通知

本次公司通訊的中、英文版本已載於香港交易所集團網站（[www.hkexgroup.com](http://www.hkexgroup.com)）「投資者關係（監管披露）」一欄，閣下可於「監管報告」及「通函及上市文件」項下閱覽有關文件。此文件亦已載於「披露易」網站（[www.hkexnews.hk](http://www.hkexnews.hk)）。如閣下已選擇收取公司通訊<sup>2</sup>的印刷本，隨本函附上本次公司通訊印刷本（按閣下所選擇之語言版本）。香港交易所《2019年企業社會責任報告》僅以電子形式載於香港交易所集團網站（[www.hkexgroup.com](http://www.hkexgroup.com)）「企業社會責任（企業社會責任報告）」一欄。

若閣下欲(a)索取本次公司通訊的印刷本又或有別於閣下所選擇的另一個語言版本；及/或(b)更改日後收取所有公司通訊的語言版本或收取方式，請填妥及簽署本函背面的申請表格，並使用表格下方之郵寄標籤寄回香港交易所股份過戶登記處香港證券登記有限公司或電郵至[hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)。

最後，謹請留意香港交易所2020年股東周年大會（「股東周年大會」）將於2020年5月7日（星期四）下午4時30分在香港中環交易廣場一及二座1樓香港金融大會堂舉行。若閣下擬出席股東周年大會及於會上投票，請直接向閣下的中介人/代理人獲取有關授權。

如閣下對本函有任何疑問，請於辦公時間內（星期一至五上午9時至下午6時，香港公眾假期除外）致電香港交易所股份過戶登記處的查詢熱線（852）2862 8688查詢。

集團公司秘書  
繆錦誠 謹啟

2020年3月18日

註：

1. 此函件乃向香港交易所之非登記股東發出。非登記股東指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向香港交易所發出通知，表示欲收取公司通訊。如閣下已經出售或轉讓所持有之香港交易所股份，則毋須理會本函件及背面的申請表格。
2. 「公司通訊」指香港交易所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，其中包括但不限於董事會報告及年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及代表委任表格。

HKXH-18032020-1(7)



## Request Form 申請表格

**To: Hong Kong Exchanges and Clearing Limited ("HKEX")** 致: 香港交易及結算所有限公司 (「香港交易所」)  
c/o Hong Kong Registrars Limited 經香港證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, 香港灣仔皇后大道東 183 號  
Wan Chai, Hong Kong 合和中心 17M 樓

**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.**  
倘閣下收到的文件之語言版本、或收取方式符合閣下的意願，則毋須填寫本申請表格。

**Part A - To request the printed version 索取印刷本**  
甲部 **(Please check "X" appropriate box(es) below 請於以下適當的空格內劃上「X」號)**

I/We would like to receive a printed copy in  English or  Chinese or  both English and Chinese of the following documents:  
本人/吾等希望收取下列文件之  英文印刷本 或  中文印刷本 或  英文及中文印刷本：  
 2019 Annual Report  Circular dated 18 March 2020 together with Notice of Annual General Meeting  
《2019 年年報》 2020 年 3 月 18 日刊發之通函連同股東周年大會通告

**Part B - To change the choice of language or means of receipt of Corporate Communications\***  
乙部 **更改選取的公司通訊\*之語言版本或收取方式**

**(Please check "X" ONLY ONE box below 請僅在其中一個空格內劃上「X」號)**  
I/We would like to receive all future Corporate Communications of HKEX in the manner indicated below:  
本人 / 吾等欲以下列方式收取香港交易所日後刊發的所有公司通訊：

- by electronic means through the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) (instead of in printed copies) with notification letter mailed to my/our address of the publication of Corporate Communications on the HKEX Group website; OR  
透過香港交易所集團網站 ([www.hkexgroup.com](http://www.hkexgroup.com)) 以電子方式收取公司通訊 (而非收取印刷本) · 而有關公司通訊已登載於香港交易所集團網站的通知，請發送至本人 / 吾等的地址；或
- in printed form in English ONLY; OR 僅收取英文印刷本；或
- in printed form in Chinese ONLY; OR 僅收取中文印刷本；或
- in printed form in BOTH English and Chinese 同時收取英文及中文印刷本。

Full name(s) of shareholder(s) #: (English) (Chinese)  
股東姓名 \_\_\_\_\_ (英文) \_\_\_\_\_ (中文)  
(Please use BLOCK LETTERS 請用正楷書寫)

Address #: \_\_\_\_\_  
地址 \_\_\_\_\_  
(Please use BLOCK LETTERS 請用正楷書寫)

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
(Please use BLOCK LETTERS 請用正楷書寫)

\* 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.  
「公司通訊」指香港交易所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，其中包括但不限於董事會報告及年度賬目連同核數師報告、中期報告、會議通告、上市文件、通函及代表委任表格。

# You are requested to fill in the details if you have downloaded this request form from the HKEX Group website.  
如從香港交易所集團網站下載本申請表格，必須填寫有關資料。

## Notes 註：

- Please complete this request form clearly. Any request form with no indicated choice, with no signature or otherwise incorrectly completed will be void.  
請清楚填寫本申請表格。申請表格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。
- 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 to [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk)).  
上述乙部之指示適用於日後所有寄發予閣下之公司通訊，直至閣下向香港交易所股份過戶登記處香港證券登記有限公司發出不少於 7 天的書面通知 (郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓或電郵至 [hkex.ecom@computershare.com.hk](mailto:hkex.ecom@computershare.com.hk))。
- For the avoidance of doubt, we do not accept any special instructions written on this request form.  
為免存疑，特此說明：本申請表格上任何其他額外手寫指示概不受理。

## PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "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").  
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。
- 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.  
閣下向香港交易所提供個人資料屬自願性質。若閣下未能提供足夠資料可能導致香港交易所無法處理閣下在本表格上所述的指示及/或要求。
- 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.  
香港交易所可就任何所說明的用途，將閣下的個人資料披露或轉移給香港交易所的附屬公司、股份過戶登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- 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.  
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式向香港證券登記有限公司 (地址為香港灣仔皇后大道東 183 號合和中心 17M 樓) 的個人資料私隱主任提出。
- Please refer to the HKEX's Privacy Policy Statement which is available on the HKEX Group website for further details.  
詳情請參閱載於香港交易所集團網站的香港交易所私隱政策聲明。

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## Mailing Label 郵寄標籤

Hong Kong Registrars Limited  
香港證券登記有限公司  
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.**

閣下寄回此表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，毋須貼上郵票。