

22 March 2017

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

**Hong Kong Exchanges and Clearing Limited (“HKEX”)**  
**– Notice of Publication of 2016 Annual Report, and Circular dated 22 March 2017 containing Notice of Annual General Meeting (“Current Corporate Communications”)**

The English and Chinese versions of the Current Corporate Communications are available under 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>2</sup> in printed form, the printed version of the Current Corporate Communications in your selected language(s) are enclosed. The 2016 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 request form overleaf 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).

Lastly, please be reminded that HKEX’s 2017 annual general meeting (“AGM”) will be held at the Exchange Auditorium in the Exchange Exhibition Hall on the 1st Floor, One and Two Exchange Square, Central, Hong Kong on Wednesday, 26 April 2017 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 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

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 that such person or company wishes 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」）  
- 2016 年年報及載有股東周年大會通告的 2017 年 3 月 22 日刊發之通函（「本次公司通訊」）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，隨本函附上閣下所選擇之語言版本的本次公司通訊的印刷本。僅以電子形式發布的《2016 年企業社會責任報告》亦已載於香港交易所集團網站「企業社會責任（企業社會責任報告）」一欄。

若閣下欲(i)索取本次公司通訊的印刷本或有別於閣下已選擇的另一個語言版本；及/或(ii)更改有關日後所有公司通訊的語言版本或收取方式的選擇，請填妥本函背面的要求表格，並使用表格下方之郵寄標籤寄回香港交易所的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的 2017 年股東周年大會（「股東周年大會」）將於 2017 年 4 月 26 日（星期三）下午 4 時 30 分在香港中環交易廣場第一及二座 1 樓交易所展覽館內的交易所會議廳舉行。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）致電我們的股份過戶登記處的查詢熱線，電話為(852) 2862 8688。

公司秘書  
繆錦誠 謹啟

2017 年 3 月 22 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，希望收到公司通訊。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要求表格。
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-22032017-1(7)

## Request Form 要求表格

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，或送遞方式符合閣下的意願，則毋須填寫本要求表格。

**Part A - To request the printed version 索取印刷本**  
 甲部 (Please "X" appropriate box(es) 請於適當的空格加上「X」號)

I/We would like to receive a printed  English or  Chinese version of the following HKEX's Corporate Communications:  
 本人/吾等希望收取香港交易所刊發的下列公司通訊之  英文印刷本 或  中文印刷本：

- 2016 Annual Report 2016 年年報  Circular dated 22 March 2017 2017 年 3 月 22 日刊發之通函

**Part B - To change the choice of language or means of receiving Corporate Communications\* 更改選取的公司通訊\*之語言版本或收取方式**  
 乙部 (Please "X" ONLY ONE box 請以「X」號選擇一項)

I/We would like to receive future HKEX's Corporate Communications:  
 本人 / 吾等欲以下列方式收取香港交易所日後刊發的公司通訊：

- by electronic means through the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) (instead of in printed copies) with a notification letter mailed to my/our address when printed copies of the relevant Corporate Communications are mailed; 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代替印刷本，並在有關公司通訊印刷本寄出時郵寄通知信函至本人 / 吾等的地址；或
- in printed form in English ONLY 僅收取英文印刷本；OR 或
- in printed form in Chinese ONLY 僅收取中文印刷本；OR 或
- in printed form in BOTH English and Chinese 同時收取中、英文印刷本。

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): \_\_\_\_\_  
 簽署 \_\_\_\_\_

Date: \_\_\_\_\_  
 日期 \_\_\_\_\_

\* 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 download this request form from the HKEX Group website.  
 如從香港交易所集團網站下載本要求表格，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.  
 請清楚填寫本要求表格。要求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 at [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的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)) 為止。
- 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：本要求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，香港交易所可能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。

## 郵寄標籤 MAILING LABEL

香港證券登記有限公司  
 Hong Kong Registrars Limited  
 簡便回郵號碼 Freepost No. 37  
 香港 Hong Kong

寄回本要求表格時，請將左方的郵寄標籤剪貼於信封上。  
 如在本港投寄，毋須貼上郵票。

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.**