



SHANGRI-LA ASIA LIMITED

香格里拉(亞洲)有限公司

(Incorporated in Bermuda with limited liability)

website: www.ir.shangri-la.com

(Stock code: 00069)

19 September 2018

To the registered shareholders

Dear Shareholder,

**Selection/Re-selection of means of receipt and language of corporate communications**

We, Shangri-La Asia Limited (“**Company**”), are writing to ask you to select/re-select your preferred means of receipt and language of the Company’s corporate communication(s) (“**Corporate Communication(s)**”) including any document(s) to be issued by the Company for the information or the action of holders of any of the Company’s securities, including but not limited to:

- (a) annual report;
- (b) interim report;
- (c) notice of meeting;
- (d) listing document;
- (e) circular; and
- (f) proxy form.

The Corporate Communications will be prepared in English and Chinese versions which will be available on the Company’s website at www.ir.shangri-la.com and on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk. The printed copies of the Corporate Communications will also be available from the Company or its branch share registrar, Tricor Abacus Limited (“**Registrar**”).

Please indicate in the attached Form A – Reply Form (“**Reply Form**”) whether you wish to receive the future Corporate Communications:

- by electronic means, through the Company’s website (“**Electronic Version**”), with written notifications of publication of the Corporate Communications to be sent to you at the time of publication; or
- in printed form in English only; or
- in printed form in Chinese only; or
- in printed forms in both English and Chinese.

**You are encouraged to select the Electronic Version which is a more convenient and prompt method of communication with shareholders.**

Please complete the Reply Form and return it to the Registrar within one month from the date of this letter (“**Reply Deadline**”) (a) by email to shangrila-ecom@hk.tricorglobal.com, or (b) by fax to (852) 2890 9350, or (c) by post using the mailing label in the Reply Form.

**If by the Reply Deadline, the Registrar does not receive your reply via the Reply Form, you will be deemed to have selected Electronic Version.** If you select Electronic Version, notification letter of the publication of Corporate Communication(s) on the Company’s website will be sent to you by email or by post on or before the day of despatch of such Corporate Communication(s) to shareholders.

You may change your preferred means of receipt or language at any time, free of charge, by completing and returning to the Registrar a form of change of preference by email, or by fax, or by post. A copy of the form will be available from the Registrar.

Should you have any queries on the above matters, please call the Registrar’s hotline on (852) 2980 1333 from 9:00 am to 5:00 pm (Monday to Friday, excluding public holidays).

Yours faithfully,

For and on behalf of

**Shangri-La Asia Limited**

**TEO Ching Leun**

*Company Secretary*

## FORM A REPLY FORM 表格A 回覆表格

To: Tricor Abacus Limited  
Level 22, Hopewell Centre  
183 Queen's Road East  
Hong Kong  
Fax number: (852) 2890 9350  
Email: shangrila-ecom@hk.tricorglobal.com

致: 卓佳雅柏勤有限公司  
香港皇后大道東183號  
合和中心22樓  
傳真號碼: (852) 2890 9350  
電郵: shangrila-ecom@hk.tricorglobal.com

Re: **Shangri-La Asia Limited (Stock code: 00069) ("Company")**  
有關: **香格里拉(亞洲)有限公司(股份代號: 00069) (「公司」)**

I/We would like to receive future corporate communications of the Company as indicated below (please tick **only one box**):  
本人/吾等欲透過以下方式收取公司日後之企業通訊(請只選擇一項,並於適當空格加上「✓」號):

- by electronic means by receiving a written notification (by email or by post) of the publication of the relevant corporate communications on the Company's website (www.ir.shangri-la.com) ("**Electronic Version**"); or  
以電子方式收取公司之相關企業通訊,即接受書面通知(以電郵或經郵遞)知會相關企業通訊刊載於公司網址(www.ir.shangri-la.com)上之事宜(「**電子版本**」);或
- in printed form in English only (by post); or  
只收取英文印刷本(經郵遞);或
- in printed form in Chinese only (by post); or  
只收取中文印刷本(經郵遞);或
- in printed forms in both English and Chinese (by post).  
同時收取英文及中文印刷本(經郵遞)。

My/Our email address:  
本人/吾等之電郵地址:

(applicable to those selecting Electronic Version and for notification of release of corporate communications)  
(適用於選擇電子版本者及供知會發出企業通訊之用)

Name of shareholder:  
股東姓名:

Date:  
日期:

Signature(s):  
簽署:

Contact telephone number:  
聯絡電話:

Registered address:  
登記地址:

### Notes 附註:

- Please complete, sign and return this Form to the Company's branch share registrar, Tricor Abacus Limited ("**Registrar**") (a) by email to shangrila-ecom@hk.tricorglobal.com, or (b) by fax to (852) 2890 9350, or (c) by post using the mailing label as indicated below.  
請填妥及簽署此表格,並(a)電郵至shangrila-ecom@hk.tricorglobal.com,或(b)傳真至(852) 2890 9350,或(c)按以下郵寄標籤所示,郵寄至公司之股份登記分處,卓佳雅柏勤有限公司(「**登記處**」)。
- The above instruction will apply to all corporate communications of the Company to be sent to you until you inform the Registrar otherwise.  
上述指示將適用於公司之所有企業通訊,直至閣下另行通知登記處為止。
- This Form shall be signed by the authorized signatory(ies) and in the manner as registered with the Registrar.  
此表格須由登記處記錄之簽署授權人及簽署指令方式簽署。
- Both English and Chinese printed copies of all the Company's future corporate communications will be available from the Company or the Registrar on request. Their Electronic Version will also be available on the Company's website (www.ir.shangri-la.com).  
所有公司日後之企業通訊之英文及中文印刷本,均可向公司或登記處索取。該等企業通訊之電子版本亦會上載於公司網址(www.ir.shangri-la.com)上。
- For the avoidance of doubt, any special instruction written on this Form will not be accepted.  
為免存疑,任何在此表格上之額外手寫指示,將不獲處理。
- If you have any queries relating to the completion of this Form, please call the Registrar's hotline on (852) 2980 1333 from 9:00 am to 5:00 pm (Monday to Friday, excluding public holidays).  
如閣下對填寫本表格有任何疑問,請於星期一至星期五(公眾假期除外)上午9時至下午5時,致電登記處熱線(852) 2980 1333查詢。

Please cut the mailing label and stick it on an envelope to  
return this Form to the Registrar.

**No postage stamp 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。

### MAILING LABEL 郵寄標籤

Tricor Abacus Limited  
卓佳雅柏勤有限公司  
Freepost Number 簡便回郵號碼: 37  
Hong Kong 香港