



LETTER TO NEW REGISTERED SHAREHOLDERS 致新登記股東之函件

27 August 2025

Dear Shareholder,

**Hang Seng Bank Limited (the “Bank”)**  
**– Arrangement for Dissemination of Corporate Communications<sup>1</sup>**

In accordance with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”), the Companies Ordinance (Cap. 622 of the Laws of Hong Kong) and the Articles of Association of the Bank, please be informed that **the Bank has adopted electronic dissemination of Corporate Communications**. As such, both the English and Chinese versions of all future Corporate Communications will be available electronically on the Bank’s website at [www.hangseng.com](http://www.hangseng.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk) (collectively, the “Websites”) in place of printed form. You may access the Bank’s Corporate Communications by clicking “Investor Relations” under “About Hang Seng” on the home page of the Bank’s website, then selecting the name of the relevant document under “Financial Information”, or “Circulars to Shareholders”, or “Notices of General Meetings of Shareholders”, or “Forms of Proxy”, or by browsing the HKEX’s website. The Bank is no longer required to notify shareholders of its publication of Corporate Communications (except Actionable Corporate Communications<sup>2</sup>) and you are encouraged to subscribe to the HKEX news alert service to receive alerts when the Bank publishes Corporate Communications.

The Bank is required under the Listing Rules to send Actionable Corporate Communications to each shareholder individually by email or by post in accordance with his/her indicated preference. For this purpose, the Bank recommends that you **provide your email address**, by (i) scanning your personalised QR code on the enclosed request form; or (ii) completing and returning such request form to the Bank’s Share Registrar, Computershare Hong Kong Investor Services Limited (the “Share Registrar”) by email to [hangseng@computershare.com.hk](mailto:hangseng@computershare.com.hk) or by post to 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If the Bank does not have your email address or if your email address provided is not functional, the Bank will only send Actionable Corporate Communications to you in printed form together with a request for a functional email address.

Printed or electronic form of Corporate Communications is available, free of charge, upon your request in writing to the Share Registrar in the aforesaid manner.

Should you have any queries relating to any of the above matters, please call the Bank’s hotline at (852) 2198 7887 from 9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,  
For and on behalf of  
**Hang Seng Bank Limited**  
**Cheung Ka Ki**  
Company Secretary and Head of Corporate Governance

Notes: 1 “Corporate Communications” refers to any document from time to time issued by the Bank to its shareholders for information or action, including but not limited to annual reports and accounts, interim reports, notices of meeting, listing documents, circulars and proxy forms.

2 “Actionable Corporate Communications” refers to any Corporate Communication that seeks instructions from the Bank’s shareholders on how they wish to exercise their rights or make an election.

各位股東：

**恒生銀行有限公司 (「本行」)**  
**– 發送公司通訊<sup>1</sup>之安排**

根據《香港聯合交易所有限公司證券上市規則》(「《上市規則》」)、香港法律第 622 章《公司條例》及本行之章程細則，謹此通知 閣下本行已採用電子方式發送公司通訊。因此，日後所有公司通訊之中、英文版本將上載於本行網站 [www.hangseng.com](http://www.hangseng.com) 及香港交易及結算有限公司(「香港交易所」)網站 [www.hkexnews.hk](http://www.hkexnews.hk) (統稱「該等網站」)，以代替印刷本。閣下可於本行網站主頁「恒生簡介」項下，選按「投資者關係」，再在「財務資訊」、「股東通函」、「股東大會通告」或「投票委託書」項下，選擇本行之公司通訊，或透過香港交易所網站瀏覽有關文件。本行毋須再就刊載公司通訊(可供採取行動的公司通訊<sup>2</sup>除外)向股東發出通知。謹此建議 閣下登記使用香港交易所之訊息提示服務，以便於本行刊載公司通訊時接收訊息提示。

根據《上市規則》，本行須按各股東之選擇，以電郵或郵寄方式向其個別發送可供採取行動的公司通訊。因此，本行建議 閣下透過下述方式提供 閣下之電郵地址：(i)掃描隨函申請表格上之專屬二維碼，或(ii)將已填妥之申請表格電郵至本行之股份登記處香港中央證券登記有限公司(「股份登記處」)，電郵地址為 [hangseng@computershare.com.hk](mailto:hangseng@computershare.com.hk)，或郵寄至香港灣仔皇后大道東 183 號合和中心 17M 樓。如本行未有收到 閣下之電郵地址或 閣下提供之電郵地址無效，本行將只能發送可供採取行動的公司通訊之印刷本予 閣下，並要求提供有效之電郵地址。

倘若 閣下欲收取公司通訊之印刷本或電子本，請將有關之書面要求按上述方式提交至股份登記處，費用全免。

如 閣下對本函內容有任何疑問，請於星期一至星期五(公眾假期除外)上午 9 時至下午 5 時，致電本行電話熱線 (852) 2198 7887 查詢。

恒生銀行有限公司  
公司秘書及企業管治主管  
張嘉琪 謹啟  
2025 年 8 月 27 日

附註：1 「公司通訊」指本行不時向股東發出供其參照或採取行動之任何文件，包括但不限於年度報告及賬目、中期報告、會議通告、上市文件、通函及投票委託書。

2 「可供採取行動的公司通訊」指任何涉及要求本行股東指示其擬如何行使其權利或作出選擇之公司通訊。

恒生銀行有限公司  
Hang Seng Bank Limited  
於香港註冊成立之有限公司  
Incorporated in Hong Kong with limited liability

NAME(S) AND ADDRESS OF THE REGISTERED SHAREHOLDER  
登記股東之英文姓名及地址

## REQUEST FORM 申請表格

**To: Hang Seng Bank Limited (the “Bank”)**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen’s Road East,  
Wanchai, Hong Kong

致： 恒生銀行有限公司（「恒生」）  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

## Means of receipt of all future Corporate Communications 收取日後所有公司通訊之方式

I/We would like to receive **all future Corporate Communications** of the Bank in the following manner:  
本人／吾等希望以下列方式收取恒生日後所有公司通訊：

(Please **choose only ONE** of the options below 請從以下選項中只選擇其中一項)

**Option 1**  
**選項 1**

Through my/our email address as provided by scanning the personalised QR code for receipt of Actionable Corporate Communications via electronic dissemination  
透過本人／吾等經掃描專屬二維碼所提供之電郵地址，收取以電子方式發送之可供採取行動的公司通訊

**Option 2**  
**選項 2**

Through my/our email address as below for receipt of Actionable Corporate Communications via electronic dissemination  
透過本人／吾等以下之電郵地址，收取以電子方式發送之可供採取行動的公司通訊

Email address 電郵地址

[illegible]

**Option 3**  
**選項 3**

In printed form   ☐ English version   ☐ Chinese version   ☐ English and Chinese versions  
收取   英文印刷本   中文印刷本   英文及中文印刷本

This instruction will remain valid only until publication of the Bank's next Annual Report, after which printed form will not be sent to you unless you specifically request again.  
本指示僅於恒生刊發下一份年報前有效。除非屆時閣下再次提出要求，否則本行將不再向閣下發送印刷本。

Personalised QR Code  
專屬二維碼  
(This form is not required to be returned  
if personalised QR code is used  
如選擇使用專屬二維碼，  
則無須交回本表格)

Signature 簽署

Contact number 聯絡電話號碼

Date 日期

Notes 附註：

1. Please complete all your details clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed will be void.  
請 閣下清楚填妥所有資料。表格上若未有作出選擇或未有簽署又或在其他地方填寫不正確，即告作廢。
2. Please specify your name and address clearly in BLOCK LETTERS IN ENGLISH on the top left hand corner of this form if it is downloaded from any of the Websites.  
倘若 閣下從該等網站上下載本表格，請於本表格左上方以英文正楷清楚註明 閣下的姓名及地址。
3. In case of joint registered holders, this form should be signed by the shareholder whose name stands first on the register of shareholders of the Bank.  
若為股份之聯名登記持有人，則本表格須由在恒生股東名冊上就聯名持有股份而其姓名位列首位之股東簽署。
4. If you provide more than one email address whether by scanning the personalised QR code, email, this form and/or other means, only the latest email address provided will be registered for receipt of all Actionable Corporate Communications via electronic dissemination.  
如 閣下通過專屬二維碼、電郵、本表格及/或其他方式提供多於一個的電郵地址，則只有最後所提供的電郵地址會被登記用於收取所有以電子方式發送之可供採取行動的公司通訊。
5. Terms used in this form shall bear the same meanings as those defined in the Bank's letter to new registered shareholders dated 27 August 2025.  
於本表格內所用詞彙與恆生于 2025 年 8 月 27 日發送致新登記股東之函件內所界定者具有相同涵義。

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

"Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"), which will include your name, contact number, address and/or email address. The Personal Data provided in this form will be used in connection with the Bank's arrangements on dissemination of Corporate Communications. Your supply of the Personal Data to the Bank and/or the Share Registrar is on a voluntary basis. The Personal Data will be disclosed or transferred to the Share Registrar's agents, contractors or third-party service providers of the Bank who/which offers administrative, telecommunications, computer, payment or other data processing services to the Share Registrar in connection with the operation of their business for any of the above stated purpose(s). The Bank and the Share Registrar may also transfer the Personal Data if it is required to do so by law enforcement agencies or regulatory authorities. The Personal Data collected in this form will be retained for such period as may be necessary for any of the above purpose(s) and its directly related purposes such as for our verification, notification and record purposes. You have the right to request access to and/or correction of the Personal Data in accordance with the provisions of the PDPO. Any such request should be in writing to the Hong Kong Privacy Officer of the Share Registrar by post or by email to [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk). 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，包括：閣下之姓名、聯絡電話號碼、地址及／或電郵地址。閣下於本表格所提供的個人資料會由本公司有關服務供應商作上述的安排。閣下乃基於自願性質向本公司及／或其其他資料處理人提供個人資料。為達至任何上述目的，該等個人資料可能會被披露或轉交予股份登記處之代理、承包商或任何其他第三方服務供應商，以提供與其業務運作有關的服務、電腦、付款或其他其資料處理人服務予股份登記處。若法律規定或經法院機關或監管部門的要求，但及股份登記處亦會轉錄該等個人資料。於本表格所收集的個人資料將會於為達至任何上述用途或任何直接相關用途所需的時間內被保存作存證用途、通知及記錄用途。閣下有權根據《私隱條例》之條文要求查閱及／或修改該等個人資料，任何該等要求均須以書面方式透過寄信或電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk) 向股份登記處的香港隱私主任提出。

**Mailing Label 郵寄標籤**

**Computershare Hong Kong Investor Services Limited**  
**香港中央證券登記有限公司**  
**Freepost No. 簡便回郵號碼: 37**  
**Hong Kong 香港**

Please cut the mailing label and stick it onto an envelope to return this form to us.  
**No postage is necessary if posted in Hong Kong.**

當閣下寄回此表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。