

(Stock Code 股份代號:11)

## NOTIFICATION LETTER 通知信函

21 April 2021

Dear Shareholder,

#### Hang Seng Bank Limited (the "Bank")

 Notice of publication of Annual Report 2020 and Circular together with Notice and Form of Proxy of Annual General Meeting ("Current Corporate Communications")

The Bank's Annual General Meeting will be held at Hang Seng Bank Headquarters, 83 Des Voeux Road Central, Hong Kong on Wednesday, 26 May 2021 at 3:30 p.m. The English and Chinese versions of the Bank's Current Corporate Communications are available on the Bank's website at <a href="https://www.hangseng.com">www.hangseng.com</a> and the website of Hong Kong Exchanges and Clearing Limited at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>. You may access the Current 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 Statements", or "Circulars to Shareholders", or "Notices of General Meetings of Shareholders", or "Forms of Proxy", or by browsing through the website of Hong Kong Exchanges and Clearing Limited.

Shareholders may at any time choose to receive free of charge printed copies of the Corporate Communications (Note) either in English or Chinese or both, notwithstanding any election to the contrary they have previously conveyed to the Bank. If you want to receive <u>printed version</u> of the Current Corporate Communications and/or <u>change your choice</u> of means of receipt or language of the Bank's Corporate Communications in the future, please <u>complete the request form</u> on the reverse side and send it to the Bank c/o the Bank's Registrar (the "Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong by using the mailing label as indicated in the request form. You do not have to affix a stamp if posted in Hong Kong. Otherwise, please affix an appropriate stamp. You may also send your request (specifying your name, address and request) via email to <u>hangseng@computershare.com.hk</u> or write to the Share Registrar. The request form may also be downloaded from the Bank's website at <u>www.hangseng.com</u> or from <u>www.hkexnews.hk</u>.

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, C C Li Secretary

Note: Corporate Communications include but are not limited to (a) the directors' report and annual accounts together with a copy of the auditor's report and, where applicable, a summary financial report; (b) the interim report and, where applicable, a summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a form of proxy.

### 各位股東:

恒生銀行有限公司(「本行」)

- 2020 年年報及致股東通函(連同股東周年常會通告及投票委託書)(「是次公司通訊」) 之發佈通知

本行將於 2021 年 5 月 26 日(星期三)下午 3 時 30 分在香港德輔道中 83 號恒生銀行總行召開股東周年常會。本行是次公司通訊之中、 英文版本,已上載於本行網站 <u>www.hangseng.com</u> 及香港交易及結算所有限公司網站 <u>www.hkexnews.hk</u>。 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「財務報表」,或「股東通函」,或「股東大會通告」,或「投票委託書」項下,選擇有關文件之 名稱,或透過香港交易及結算所有限公司網站瀏覽有關文件。

儘管各位股東之前曾向本行作出收取公司通訊(<sup>附註)</sup>語言版本之選擇,但仍可以隨時改為收取英文或中文印刷本,或同時收取中、英文印刷本,費用全免。如 閣下欲收取是次公司通訊之<u>印刷本</u>及/或<u>更改</u>已選擇之收取公司通訊方式或語言版本,<u>請填妥本函背面之申請表格</u>,並按表格上之指示使用郵寄標籤寄回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」),地址為香港灣仔皇后大道東 183號合和中心 17M 樓。倘若 閣下在香港投寄,可毋須貼上郵票,否則,請貼上適當之郵票。閣下同時亦可將要求(請註明閣下的姓名、地址及要求)以電郵方式發送至 hangseng@computershare.com.hk 或以書面方式通知股票過戶及登記處。申請表格亦可於本行網站www.hangseng.com 或於網站 www.hkexnews.hk 下載。

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)21987887查詢。

公司秘書 李志忠 謹啟 2021年4月21日

附註:公司通訊包括但不限於:(a)董事會報告書及年度賬目,連同核數師報告書副本及(倘適用)財務報告摘要;(b)中期報告及(倘適用)中期報告摘 要;(c)會議通告;(d)上市文件;(e)通函;及(f)投票委託書。

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

HANH-21042021-1(0)

(Stock Code 股份代號:11)

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

Hang Seng Bank Limited (the "Bank") (Stock Code: 11) 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」)(股份代號:11)

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

I/We have already received a printed copy of the Current Corporate Communications in English / Chinese or have chosen (or am/are deemed to have consented) to read the Current Corporate Communications posted on the Bank's website: 本人/吾等已收取是次公司通訊之英文/中文印刷本或已選擇(或被視為已同意)查閲恒生網站所登載之是次公司通訊:

Part A	I/We would like to receive a printed version of the Current Corporate Communication	s of the Bank in the manner as indicated below:
甲部	本人/吾等現欲以下列方式收取恒生是次公司通訊之印刷本:	
(Please mark ONLY ONE "X" of the following boxes 請從下列選擇中,僅在其中一個空格內劃上「X」號)		
	I/We would like to receive <b>a printed copy in English.</b> 本人/吾等現欲收取一份英文印刷本。	
	I/We would like to receive a <b>printed copy in Chinese</b> .	
	本人/吾等現欲收取一份中文印刷本。	
	I/We would like to receive both the printed English and Chinese copies	i.
	本人/吾等現欲收取英文及中文各一份印刷本。	
Part B	I/We would like to change the choice of language(s) and/or means of receipt of future C	
乙部	本人/吾等現欲更改以下列方式收取恒生今後公司通訊*之語言版本及/或收取	方式:
(Please mark	ONLY ONE "X" of the following boxes 請從下列選擇中,僅在其中一個空格內劃上「X」號	
	to read all future Corporate Communications from the Bank's website in the pla publication of the Corporate Communications on the Bank's website either throu	
	於恒生網站瀏覽日後所有公司通訊,以代替收取印刷本,並透過電郵或郵寄	
Email Addı	ress	
電郵地址		
	(The Bank will send to the email address provided above (if any) a notification of the availability of the Corpora aforesaid notification will be sent to you by post. <u>Please provide the email address in English capital letters.</u> The	email address will only be used for notification of release of Corporate Communications.)
	(恒生日後會將公司通訊已在恒生網站發佈之通知,發送至以上之電郵地址 (如有)。如未有提供電 會用作發送有關公司通訊已予發佈之通知)	雲郵地址,有關通知會郵寄予 閣下。 <u>請以英文正楷墳寫電郵地址</u> ,而電郵地址只
		omenication of OR
	to receive the <b>printed English version ONLY</b> of all future Corporate Con 日後只收取所有公司通訊之英文印刷本;或	nmunications; <b>OR</b>
	to receive the <b>printed Chinese version ONLY</b> of all future Corporate Cor	mmunications: OR
	日後只收取所有公司通訊之中文印刷本;或	
	to receive both the printed English and Chinese versions of all future C	Corporate Communications.
	日後同時收取所有公司通訊之英文及中文印刷本。	
	of Shareholder(s)#	Signature
股東姓名		簽署
Address #	(Please use ENGLISH CAPITAL LETTERS 請用英文正楷填寫)	
Address 地址 <sup>#</sup>		
75 AL	(Please use ENGLISH CAPITAL LETTERS 請用英文正楷填寫)	
Contact telephone number  Date		
聯絡電話號碼		日期
# You are required to fill in the details if you download this request form from the Bank's website.		
如從恒生網站下載本申請表格,必須填上有關資料。		

Notes 附註:

- Please complete all your details clearly.
- 請清楚填妥所有資料。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Bank in respect of the joint holding should sign on this request form in order to be valid. 如屬聯名股東,則本申請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,方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
- 如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確,則本表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this request form.
- 為免存疑,任何在本申請表格上手寫之額外指示,將不予處理。 \*Corporate Communications include but are not limited to (a) the directors' report and annual accounts together with a copy of the auditor's report and, where applicable, a summary

financial report; (b) the interim report and, where applicable, a summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a form of proxy. 公司通訊包括但不限於:(a)董事會報告書及年度賬目,連同核數師報告書勵本及(倘適用)財務報告摘要;(b)中期報告及(倘適用)中期報告摘要;(c)會議適告;(d)上市文件;及 (e) 捅函及 (f) 代表委託書。

CCS8370

## 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 on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

閣下寄回本申請表格時、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。

## Get in touch with us 與我們聯繫

Send us an enquiry 垂詢 Rate our service Lodge a complaint



Contact Us 聯繫我們

www.computershare.com/hk/contact