

# Corporate Communication Request Form 公司通訊申請表格

(For Registered Shareholders only 只供登記股東使用)

### 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

Part A 甲部
I/We would like to receive all future Corporate Communications* (other than Actionable Corporate Communications) of the Bank in the manner as indicated below: 本人/吾等希望以下列方式收取恒生日後所有公司通訊(可供採取行動的公司通訊除外): (Please mark "X" of the box below 請於下列空格內劃上「X」號)
by <b>electronic means</b> through the Bank's website at <u>www.hangseng.com</u> (instead of in printed copies), with a notification of the publication of the Corporate Communications on the Bank's website either through email or by post (to address in the Bank's register of shareholders) 透過恒生網站 <u>www.hangseng.com</u> 以 <b>電子方式</b> 收取公司通訊(而非收取印刷本),並透過電郵或郵寄(至恒生股東名冊上的地址)方式收取關於公司通訊已在恒生網站發佈之通知
Part B 乙部
I/We would like to receive a <b>printed</b>
Name(s) of Shareholder(s) 股東姓名
Email Address 電郵地址
Address 地址

#### Notes 附註:

Date 日期

Contact telephone number 聯絡電話號碼

1. Please complete this request form clearly and in ENGLISH BLOCK LETTERS. Any request form with no indicated choice, with no signature or otherwise incorrectly completed will be void. Invalid or illegible email address or address may result in non-delivery to you of notification in relation to publication of Corporate Communications on the Bank's website or printed copy as requested. 請清楚及用英文正楷填寫本申請表格。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。如上述提供的電郵地址或地址無效或難以辨認,可能導致 閣下無法收取有關公司通訊已於恒生網站發佈之通知或所要求的印刷本。

Signature 簽署

- 2. 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,則本回條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。
- 3. Your instruction under Part A will apply to all future Corporate Communications to be sent to the Bank's shareholders until you notify the Bank otherwise by giving the Bank c/o the Bank's Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, reasonable notice in writing either by post or via email at hangseng@computershare.com.hk. 上述於甲部的指示適用於日後所有寄發予恒生股東之公司通訊,直至 閣下以郵寄或電郵方式(hangseng@computershare.com.hk)經由 恒生股份登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓),向恒生發出合理書面通知為止。
- 4. Your instruction, if any, for printed version of future Corporate Communications of the Bank will remain valid until your instruction has been revoked or superseded or until the time when the Bank publishes its next annual report in the following year (whichever is earlier).
  閣下就恒生日後所有公司通訊收取印刷本之指示(如有)將一直有效,直至 閣下的指示被撤銷或取代,或直至恒生於翌年刊發下一份年報為止(以較早者為準)。
- 5. 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. Actionable Corporate Communication refers to any corporate communication that seeks instructions from shareholders on how they wish to exercise their rights or make an election as the Bank's shareholders. 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。可供採取行動的公司通訊指任何涉及要求股東指示其擬如何行使其有關股東的權利或作出選擇的公司通訊。

### 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 request form will be used in connection with processing your choice of means of receipt of the Bank's Corporate Communications. Your supply of the Personal Data to the Bank and/or its Registrar is on a voluntary basis. The Personal Data will be disclosed or transferred to the 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 Registrar in connection with the operation of their business for any of the above stated purpose(s). The Bank and its 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 request 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 Bank's Registrar by post or by email to PrivacyOfficer@computershare.com.hk.

post or by email to 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。閣下於本申請表格所提供的個人資料會用以處理 閣下收取恒生公司通訊方式的選擇事宜。閣下乃基於自願性質向恒生及/或其股份登記處提供個人資料。為達致任何上述目的,該等個人資料將會被披露予或轉交至股份登記處之代理、承包商或恒生之第三方服務供應商,以提供與其業務運作有關的行政、電訊、電腦、付款或其他資料處理服務予股份登記處。若法律規定或應執法機關或監管部門的要求,恒生及其股份登記處亦會轉移該等個人資料。於本申請表格所收集的個人資料將會於為達致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查證、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/或修改個人資料。任何該等要求均須以書面方式透過郵遞或電郵至 PrivacyOfficer@computershare.com.hk 向恒生股份登記處之香港隱私主任提出。