



## SHENWAN HONGYUAN (H.K.) LIMITED

申萬宏源(香港)有限公司

(Incorporated in Hong Kong with limited liability)

(Stock code: 218)

23 February 2024

Dear Shareholders,

### Letter to Registered Shareholders – Election of Means of Receipt and Language of Corporate Communications

Pursuant to 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 Shenwan Hongyuan (Hong Kong) Limited (the “Company”), the Company will make available the following options for you to receive all future corporate communications<sup>1</sup> of the Company (the “Corporate Communications”):

- (1) to read all future Corporate Communications on the Company’s website at [www.swhyhk.com](http://www.swhyhk.com) in lieu of receiving printed copies (the “Website Version”), and to receive by email (i) notifications of the publication of the Corporate Communications on the Company’s website and (ii) all future actionable corporate communications<sup>2</sup> of the Company (the “Actionable Corporate Communications”) in electronic form (collectively, the “Electronic Option”); or
- (2) to receive printed English version only of all future Corporate Communications; or
- (3) to receive printed Chinese version only of all future Corporate Communications; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communications.

To minimize use of paper and to save printing and mailing costs, the Company recommends you to select the Electronic Option, i.e. (1) above. If you select the Electronic Option, you are required to provide a valid email address in the enclosed reply form (the “Reply Form”) for the purpose of receiving (i) notifications of publication of all future Corporate Communications on the Company’s website; and (ii) all future Actionable Corporate Communications in electronic form by email.

To make your election, please mark “✓” in the appropriate box on the Reply Form, sign and return it by post or by hand delivery to the Company c/o the Company’s Share Registrar (the “Share Registrar”), Tricor Tengis Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

**If the Company does not receive a duly completed and signed Reply Form or a response indicating objection from you by 25 March 2024 and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing of your change of choice, you will be deemed to have consented to receive Corporate Communications by the Website Version. Notifications of the publication of the Corporate Communications on the Company’s website and the Actionable Corporate Communications will be sent to you by post or email (if consent and valid email address have previously been provided) in future.**

You may change your choice of means of receipt and/or language of the Corporate Communications at any time by reasonable prior notice in writing (delivered by post or by hand delivery) or by email to [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com) to the Company c/o the Share Registrar. If you have chosen (or are deemed to have chosen) the Website Version but for any reason have any difficulty in receiving or accessing to the Corporate Communications, the Company will, upon your written request to the Company c/o the Share Registrar or by email to [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com), send the Corporate Communications in printed form to you free-of-charge.

Please note that your previous instructions (if any) to receive Corporate Communications in printed form will no longer apply. Printed copies of both English and Chinese versions of all future Corporate Communications of the Company will be available from the Company and the Share Registrar on request. The same will also be available on the Company’s website at [www.swhyhk.com](http://www.swhyhk.com) for not less than five years from the date of first publication and on the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries in relation to this letter, please contact the Share Registrar’s Customer Service Hotline at (852) 2980-1333 between 9:00 a.m. and 5:00 p.m., Monday to Friday (excluding Hong Kong public holidays) or send an email to [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Shenwan Hongyuan (H.K.) Limited**  
**Wong Che Keung Leslie**  
Company Secretary

Note: 1. “Corporate Communications” means any document(s) issued or to be issued by the Company for the information or action of any shareholders, including but not limited to (a) the directors’ report, its annual accounts together with a copy of the auditors’ report and, where applicable, a summary financial report; (b) the annual/interim report and, where applicable, a summary annual/interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

2. “Actionable Corporate Communications” refer to any corporate communication from the Company that seeks instructions from Shareholders on how they wish to exercise their rights or make an election as the Shareholders of the Company. For the avoidance of doubt, notices of general meetings and proxy forms are not regarded as Actionable Corporate Communications.

Shareholder's information (English Name and Address)  
股東資料(英文姓名及地址)

Means of Receipt and Language of Corporate Communications  
公司通訊之收取方式及語文版本

REPLY FORM 回覆表格

To: **Shenwan Hongyuan (H.K.) Limited (the "Company")**  
(Stock Code: 218)  
c/o Tricor Tengis Limited (the "Share Registrar")  
17/F, Far East Finance Centre,  
16 Harcourt Road, Hong Kong

致: **申萬宏源(香港)有限公司(「本公司」)**  
(股份代號: 218)  
由卓佳登捷時有限公司(「股份過戶登記處」)代收  
香港夏愨道16號  
遠東金融中心17樓

I/We would like to receive all future Corporate Communications<sup>5</sup> of the Company (the "Corporate Communications") in the manner as indicated below:

本人/吾等欲以下列所示方式收取本公司日後所有公司通訊<sup>5</sup>(「公司通訊」):  
(Please mark "✓" in **ONLY ONE** of the following boxes to indicate your choice and consent)  
(請只選取下列其中一個空格劃上「✓」號以示閣下的選擇及同意)

to read all future Corporate Communications on the Company's website at **www.swhyhk.com** in lieu of receiving printed copies, and to receive (i) notifications of the publication of the Corporate Communications on the Company's website and (ii) all future Actionable Corporate Communications<sup>6</sup> of the Company (the "Actionable Corporate Communications") in electronic form, through my/our email address below; **OR**  
於本公司網站 **www.swhyhk.com** 閱覽日後所有公司通訊, 以代替收取印刷本, 及透過以下本人/吾等之電郵地址收取 (i) 公司通訊已在本公司網站發布的通知及 (ii) 本公司日後所有可供採取行動的公司通訊<sup>6</sup>(「可供採取行動的公司通訊」) 電子版; 或  
Email Address 電郵地址:

(Please use **BLOCK CAPITAL**. The Company will send to the email address provided above (if any) only (i) notifications of the publication of the Corporate Communications on the Company's website and (ii) all future Actionable Corporate Communications in electronic form. If no email address is provided or the email address provided is not functional (where the system-generated "non-delivery message" is received), (i) a notification letter of the publication of the Corporate Communications on the Company's website and (ii) the Actionable Corporate Communications will be sent to you by post at your address as appears in the Company's register of members.)

(請用**正楷**填寫。本公司只會經以上提供的電郵地址(如有)發送(i)公司通訊已在本公司網站發布之通知及(ii)日後所有可供採取行動的公司通訊電子版。如閣下未有提供電郵地址或所提供的電郵地址無效(即收到系統生成的「發送失敗訊息」), 則會按閣下在本公司股東名冊上所示之地址向閣下郵寄(i)公司通訊已在本公司網站發布之通知函及(ii)可供採取行動的公司通訊。)

- to receive **printed English version** only of all future Corporate Communications; **OR**  
僅收取日後所有公司通訊之英文印刷本; 或
- to receive **printed Chinese version** only of all future Corporate Communications; **OR**  
僅收取日後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 Corporate Communications.  
同時收取日後所有公司通訊之英文及中文印刷本。

Name(s) of Shareholder(s)  
股東姓名

Signature  
簽名

Please use **BLOCK CAPITAL**. 請用**正楷**填寫

Contact telephone number  
聯絡電話號碼

Date  
日期

附註:

- If the Company does not receive a duly completed and signed Reply Form or a response indicating objection from you by 25 March 2024 and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing of your change of choice, you will be deemed to have consented to read all future Corporate Communications on the Company's website only. Notifications of the publication of the Corporate Communications on the Company's website and the Actionable Corporate Communications will be sent to you by post in future.  
如本公司於二零二四年三月二十五日仍未收到閣下已填寫及簽署妥當的回覆表格或表示反對的回應, 則閣下將被視為已同意只於本公司網站閱覽日後所有公司通訊, 直至閣下向本公司發出合理時間的書面事先通知(由股份過戶登記處代收)更改選擇為止。今後, 公司通訊已在本公司網站發布的通知及可供採取行動的公司通訊會郵寄予閣下。
- If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.  
如閣下的股份屬聯名持有, 則就聯名持有相關股份在本公司股東名冊上名列首位的股東簽署本表格方為有效。
- The above instruction will apply to all future Corporate Communications and Actionable Corporate Communications to be sent to Shareholders of the Company until you notify the Company otherwise by giving the Company c/o the Share Registrar reasonable prior notice in writing or by email to [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com).  
上述指示適用於本公司日後向本公司股東發送之所有公司通訊及可供採取行動的公司通訊, 直至閣下向本公司發出合理時間的書面事先通知或電郵至 [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com) (均由股份過戶登記處代收) 通知本公司閣下作出其他選擇為止。
- You may change your choice of means of receipt and/or language of the Corporate Communications at any time by reasonable prior notice in writing or by email to [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com) to the Company c/o the Share Registrar. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.  
閣下可隨時向本公司發出合理時間的書面事先通知或電郵至 [218-ecom@hk.tricorglobal.com](mailto:218-ecom@hk.tricorglobal.com) (均由股份過戶登記處代收), 以更改閣下對公司通訊之收取方式及/或語文版本的選擇。為免出現疑問, 任何在本回覆表格上手寫的額外指示將不予受理。
- "Corporate Communications" means any document(s) issued or to be issued by the Company for the information or action of any shareholders, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, a summary financial report, (b) the annual interim report and, where applicable, a summary annual/interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
「公司通訊」指本公司刊發或將予以刊發以供任何股東參照或採取行動的任何文件, 包括但不限於: (a) 董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告; (b) 年度/中期報告及(如適用)年度/中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 函詢; 及(f) 委任代表書。
- "Actionable Corporate Communications" refer to any corporate communication from the Company that seeks instructions from Shareholders on how they wish to exercise their rights or make an election as the Shareholders of the Company. For the avoidance of doubt, notices of general meeting and proxy forms are not regarded as Actionable Corporate Communications.  
「可供採取行動的公司通訊」指本公司任何涉及要求股東指示其擬如何行使有關股東的權利或作出選擇的公司通訊。為免出現疑問, 股東大會通告及代表委任表格不被視為可供採取行動的公司通訊。

Personal Information Collection Statement  
收集個人資料聲明

Your supply of your name(s) and other personal data is on a voluntary basis for the purpose of processing your instructions as stated in this Reply Form for receiving the Corporate Communications (the "Purposes"). We may transfer such data provided by you to our Share Registrar and agent(s) for the Purposes or such other parties who are authorised by law to request the information. The data will be retained for our verification and record purposes. You have the right to request access to and/or correction of the relevant personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) and any such request should be made in writing to the Personal Data Privacy Officer of Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.  
閣下是自願提供閣下的姓名及其它個人資料, 以用於處理閣下在本回覆表格上所述有關收取公司通訊的指示(「該等用途」)。我們可能就該等用途向我們的股份過戶登記處及代理人, 或其他獲法例授權而要求取得有關資料的人士轉交此等資料。閣下所提供的資料將保留一段時間, 以便我們進行核實及記錄。閣下有權隨時按照香港法例第486章(個人資料(私隱)條例)要求存取及/或更正相關個人資料。任何有關要求均須以書面方式向卓佳登捷時有限公司(地址為香港夏愨道16號遠東金融中心17樓)的個人資料私隱主任提出。

(Please cut along the dotted line. 請沿虛線剪下。)

Please cut the mailing label and stick it on an envelope  
to return this Reply Form to us.  
**No postage is required if posted in Hong Kong.**

閣下寄回此回覆表格時, 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 Tengis Limited**  
卓佳登捷時有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港  
**Shenwan Hongyuan (H.K.) Limited**  
申萬宏源(香港)有限公司  
(218)