



**WHEELOCK AND COMPANY LIMITED**  
**會德豐有限公司**

**Means of Receipt and Language of Corporate Communications**  
**公司通訊之收取方式及語言版本**

**REPLY FORM 回覆表格**

**To: Wheelock and Company Limited**  
(Stock Code: 20)  
c/o Tricor Tengis Limited (the "Registrars")  
26th Floor, Tesbury Centre  
28 Queen's Road East, Hong Kong

**致： 會德豐有限公司**  
(股份代號：20)  
由卓佳登捷時有限公司(「股份過戶登記處」)代收  
香港皇后大道東28號  
金鐘匯中心26樓

I/We would like to receive all future Corporate Communications<sup>6</sup> of Wheelock and Company Limited (the "Company") in the manner as indicated below:-  
本人/吾等希望以下列方式收取會德豐有限公司(「本公司」)日後所有公司通訊<sup>6</sup>:-

(Please mark (✓) in **ONLY ONE** of the following boxes)  
(請於下列各空格只選取其中一個空格在其內劃上「✓」號)

- to read all future Corporate Communications published on the Company's **website at [www.wheelockcompany.com](http://www.wheelockcompany.com)** in lieu of receiving printed copies, and to receive notifications of the publication of the Corporate Communications on the Company's website by post; **OR**  
於公司網站([www.wheelockcompany.com](http://www.wheelockcompany.com))瀏覽日後所有公司通訊，以代替收取印刷本，並以郵寄方式收取關於公司通訊已在本公司網站發佈之通知；或
- to receive **printed English version** only of all future Corporate Communications; **OR**  
日後僅收取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**  
日後僅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 Corporate Communications.  
日後同時收取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**  
簽署

Please use **BLOCK CAPITAL** 請用英文大楷填寫

**Contact telephone number**  
聯絡電話號碼

**Date**  
日期

**Notes 附註：**

- If the Company does not receive the duly completed and signed Reply Form or receive a response indicating objection from you by 1 April 2011 and until you inform the Company c/o the Registrars by reasonable prior notice in writing of your change of choice, you will be deemed to have consented to receive all future Corporate Communications on the Company's website only, and receiving notifications of the publication of the Corporate Communications on the Company's website in future by post.  
如本公司於2011年4月1日仍未收到閣下已填寫及簽署妥當的回覆表格或並無收到閣下表示反對的回應，閣下將被視為已同意於本公司網站收取日後所有之公司通訊，而本公司將就有關公司通訊在網站發佈之事宜，於日後以郵寄方式通知閣下，直至閣下向本公司(由股份過戶登記處代收)發出恰當的書面預先通知以更改選擇為止。
- By choosing to read all the Company's future Corporate Communications on the Company's website in lieu of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.  
一經選擇在本公司網站瀏覽本公司日後所有公司通訊以代替收取印刷本，閣下已明示同意放棄收取公司通訊印刷本的權利。
- 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.  
如屬聯名股東，則本回覆表格須由在本公司股東名冊上就聯名持有股份而其姓名排列首位的股東簽署，方為有效。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify the Company otherwise by giving the Company c/o the Registrars reasonable prior notice in writing or by email to [wheelockcompany-ecom@hk.tricorglobal.com](mailto:wheelockcompany-ecom@hk.tricorglobal.com).  
上述指示適用於本公司日後向本公司股東發出之所有公司通訊，直至閣下向本公司發出恰當的書面或電郵預先通知以作出其它選擇為止，相關的書面通知須送達本公司(由股份過戶登記處代收)，或電郵至 [wheelockcompany-ecom@hk.tricorglobal.com](mailto:wheelockcompany-ecom@hk.tricorglobal.com)。
- Shareholders can change the choice of means of receipt and/or language of the Company's Corporate Communications at any time by reasonable prior notice either in writing or by an email to [wheelockcompany-ecom@hk.tricorglobal.com](mailto:wheelockcompany-ecom@hk.tricorglobal.com) to the Company c/o the Registrars. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form.  
股東有權隨時向本公司發出恰當的書面或電郵預先通知，要求更改有關公司通訊之收取方式及/或語言版本，相關的書面通知須送達本公司(由股份過戶登記處代收)，或電郵至 [wheelockcompany-ecom@hk.tricorglobal.com](mailto:wheelockcompany-ecom@hk.tricorglobal.com)。為免出現疑問，任何在本回覆表格上手寫的額外指示，將不予處理。
- "Corporate Communications" include annual/interim reports, notices, circulars, proxy forms, or other publications of the Company (including any "Corporate Communication" as defined in the Listing Rules).  
公司通訊包括本公司的周年/中期報告書、通告、通函、代表委任表格或其它刊物(包括《上市規則》內所指的「公司通訊」)。

Ref. 00020-2

Please cut and stick the mailing label on the envelope  
to return this Reply Form to us.

**No postage stamp is required for local mailing**

當閣下寄回此回覆表格時，請將此郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無須貼上郵票。

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37  
Hong Kong 香港