

WHEELOCK AND COMPANY LIMITED

會德豐有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code 股份代號: 20)



30 April 2014

To: Shareholders who are recipients of printed copies of Corporate Communications (as defined in the Listing Rules)

The English and Chinese versions of various latest Corporate Communications (“Current Corporate Communications”) of Wheelock and Company Limited (“Company”), including, *inter alia*, the Annual Report for the year 2013 (“2013 Annual Report”) for which separate printed versions in the English language and the Chinese language respectively have been prepared, have been published and printed copies thereof are enclosed. Both the English and Chinese versions of the Current Corporate Communications are also available on the Company’s website at www.wheelockcompany.com. For those Shareholders who have previously selected to receive printed copy(ies) of only the English or only the Chinese version of Corporate Communications, a printed copy of the 2013 Annual Report in only the language version as selected is delivered to each of them. If you are one of those Shareholders and wish to also receive a printed copy of the 2013 Annual Report in the language that you have not received, you may complete the request form (“Request Form”) on the reverse side of this letter and sign and return it by post (postage pre-paid if delivered within Hong Kong by using the mailing label provided therein) or by hand delivery to the Company, c/o the Company’s Registrars (“Registrars”), Tricor Tengis Limited, at Level 22, Hopewell Centre, 183 Queen’s Road East, Hong Kong, or by sending an email for the purpose (containing your full name(s) in English, address and contact telephone number (“Personal Particulars”), and also the relevant words regarding your request) to wheelockcompany-ecom@hk.tricorglobal.com.

Please note that if no notice^{Note} to change the means of receiving future Corporate Communications is received by the Company from you, you would for the time being be regarded by the Company as having chosen to continue to receive printed copies of Corporate Communications in future (in accordance with any such choice of language(s) as may have been previously made by you).

Should you have any queries in relation to this letter, please contact the Registrars’ 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).

Wheelock and Company Limited

Note: Notwithstanding any choice previously made by Shareholder(s) and communicated to the Company, Shareholder(s) is/are given the option (which may be exercised at any time by giving reasonable prior notice to the Company) of changing his/her/their choice of printed language version(s) to English only or Chinese only or both English and Chinese for receiving future Corporate Communications, or changing the choice of receiving future Corporate Communications to using electronic means instead of printed version (or vice versa). Such notice of change of choice should contain the Personal Particulars of the Shareholder(s) together with the relevant words regarding the request for the change of choice, and should be sent to the Company, c/o the Registrars, by post or by hand delivery, or via email to wheelockcompany-ecom@hk.tricorglobal.com.

致：收取公司通訊(按上市規則所界定)印刷本的股東

會德豐有限公司(「本公司」)最近期的多份公司通訊(「是次公司通訊」)的英文及中文版本現已刊發，其中包括已分別以英文及中文兩個語文編製印刷本的二〇一三年年報，現隨函附奉該等公司通訊的印刷本。是次公司通訊的英文版本及中文版本亦已於本公司網站www.wheelockcompany.com登載。就之前已選擇僅收取英文版本或僅收取中文版本的公司通訊印刷本的股東而言，本公司現向彼等分別送遞的二〇一三年年報印刷本乃彼等各自所選擇的單一語文版本。若閣下為該等股東之一，而意欲收取閣下沒有收到的語文版本的二〇一三年年報印刷本，閣下可填妥在本函背面的要求表格(「要求表格」)，簽署並以郵寄(如在本港投寄，閣下可利用已提供之郵寄標籤，而無需支付郵費)或人手送遞方式交回本公司(由本公司股份過戶登記處卓佳登捷時有限公司(「股份過戶登記處」)代收，其地址為香港皇后大道東183號合和中心22樓)，或將該要求以電郵(其須內載閣下的完整英文姓名全寫、地址及聯絡電話號碼(「個人資料」)，以及閣下的要求的相關指示字句)方式提出，相關的電郵可送至wheelockcompany-ecom@hk.tricorglobal.com。

謹請垂注，若本公司未有收到閣下交來，藉以更改日後收取公司通訊之方式的相關通知^{附註}，則閣下會被本公司暫定視為已選擇日後繼續收取公司通訊的印刷本，若閣下於以前已曾作出相關的語文選擇，本公司則會按照閣下的選擇予以送遞。

如閣下對本函有任何疑問，請於星期一至五(香港公眾假期除外)上午九時至下午五時，致電股份過戶登記處客戶服務熱線(852) 2980-1333查詢。

會德豐有限公司

二〇一四年四月三十日

附註：無論股東之前曾否作出任何選擇並將相關選擇通知本公司，股東皆擁有選擇權(可隨時向本公司發出恰當的預先通知行使該選擇權)，以更改彼/彼等日後收取公司通訊的選擇，包括就收取印刷本而言，更改為只收取英文版本，或只收取中文版本，或同時收取英文版本與中文版本，又或就收取日後公司通訊的方式而言，由印刷本更改為使用電子方式(反之亦然)。相關的更改選擇通知須內載相關股東的個人資料以及更改選擇的指示字句，以郵寄或人手送遞方式送達本公司(由股份過戶登記處代收)，或電郵至wheelockcompany-ecom@hk.tricorglobal.com。



WHEELLOCK

Founded 1857

WHEELLOCK AND COMPANY LIMITED
會德豐有限公司

For use only by those Shareholders who have chosen to receive single language version of Corporate Communications³
僅供已選擇收取公司通訊³單一語文版本的相關股東使用

REQUEST FORM 要求表格

To: **Wheelock and Company Limited** (the "Company")
(Stock Code: 20)
c/o Tricor Tengis Limited
Level 22, Hopewell Centre
183 Queen's Road East, Hong Kong

致：會德豐有限公司(「本公司」)
(股份代號：20)
由卓佳登捷時有限公司代收
香港皇后大道東183號
合和中心22樓

(Please mark "✓" in ONLY ONE of the following boxes)
(請於下列兩空格只選取其中一個空格在其內劃上「✓」號)

- I/We have already received a printed copy of only the Chinese version of the 2013 Annual Report, and I/we would now like to also receive a printed copy of its English version.
本人/吾等已收到二〇一三年年報的中文版單一語文印刷本，現在再要求收取其英文版印刷本。

OR或

- I/We have already received a printed copy of only the English version of the 2013 Annual Report, and I/we would now like to also receive a printed copy of its Chinese version.
本人/吾等已收到二〇一三年年報的英文版單一語文印刷本，現在再要求收取其中文版印刷本。

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 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 Request Form in order to be valid.
如屬聯名股東，本要求表格須由在股東名冊上就聯名持有股份而其姓名列首位的股東簽署，方為有效。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
為免出現疑問，任何在本要求表格上手寫的額外指示，將不予處理。
- "Corporate Communications" refer to 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. 00020-5

Please cut and stick the mailing label (on the right) onto the envelope to return this Request Form to us.
No postage stamp is required for local mailing.

當閣下寄回此要求表格時，
請將右方的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