



WHEELOCK

Founded 1837

WHEELOCK AND COMPANY LIMITED

(Incorporated in Hong Kong with limited liability)

Stock Code: 20

4 March 2011

Dear 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 ("Listing Rules") and the Articles of Association of Wheelock and Company Limited ("Company"), the Company will make available the following options for you to receive all future corporate communications¹ ("Corporate Communications") of the Company:-

- (1) to read all future Corporate Communications published on the Company's website at www.wheelockcompany.com ("Website Option") 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
- (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 minimise use of paper and to save printing and mailing costs, the Company recommends you to select the Website Option, i.e. (1) above. To make your election, please mark (✓) in the appropriate box on the enclosed reply form ("Reply Form") 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 26/F, Tesbury Centre, 28 Queen's Road East, Hong Kong.

If the Company does not receive a duly completed and signed Reply Form or receive a response indicating the objection from you by 1 April 2011 and until you inform the Company c/o the Registrars, by reasonable prior notice in writing, you will be deemed to have consented to the Website Option and notifications of the publication of the Corporate Communications on the Company's website will be sent to you in future by post.

You may change your choice as to the means of receipt and/or language of the Corporate Communications at any time by reasonable prior notice either in writing (delivered by post or by hand delivery) or by an email to wheelockcompany-ecom@hk.tricorglobal.com to the Company c/o the Registrars. If you have chosen (or are deemed to have chosen) the Website Option but for any reason have any difficulty in receiving or gaining access to the Corporate Communications, the Company will promptly, upon your written request to the Company c/o the Registrars or by email to wheelockcompany-ecom@hk.tricorglobal.com, send the Corporate Communications in printed form to you free of charge.

Please note that printed copies of both English and Chinese versions of all future Corporate Communications of the Company will be available from the Company and the Registrars on request. The same will also be available on the Company's website at www.wheelockcompany.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.

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).

Yours faithfully,
For and on behalf of
Wheelock and Company Limited
Wilson W S Chan
Company Secretary

Ref. 00020-1

¹ "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).