



WHEELOCK

Founded 1857

**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)

13 April 2016

**Dear Non-registered Shareholders<sup>Note</sup>,**

**Notification of Publication of Corporate Communications**

We hereby notify you that various corporate communications of Wheelock and Company Limited (the "Company"), including the following documents (the "Current Corporate Communications"), in both English and Chinese language, have been published and are now available on the Company's website at [www.wheelockcompany.com](http://www.wheelockcompany.com):

- (1) Annual Report 2015; and
- (2) Circular dated 13 April 2016 relating to the general mandates for buy-back and issue of shares, re-election of Directors and Notice of Annual General Meeting.

If you would like to receive the Current Corporate Communications in printed form, please send a notice of request to the Company, c/o the Company's Registrars (the "Registrars"), Tricor Tengis Limited, at Level 22, Hopewell Centre, 183 Queen's Road East, Hong Kong, by post or by hand delivery, or via email to [wheelockcompany-ecom@hk.tricorglobal.com](mailto:wheelockcompany-ecom@hk.tricorglobal.com). Such notice of request should contain your full name(s) in English, address and contact telephone number, together with the relevant words regarding your request.

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

Note: "Non-registered Shareholders" refer to such persons or companies whose shares are held in The Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such persons or companies wish to receive Corporate Communications (as defined in the Listing Rules) of the Company.

致非登記股東<sup>附註</sup>：

**公司通訊已予以刊發的通知**

本公司現謹通知閣下，會德豐有限公司(「本公司」)的多份公司通訊的英文版本及中文版本現已刊發，並已於本公司網站[www.wheelockcompany.com](http://www.wheelockcompany.com)登載供公眾閱覽，其中包括下列文件(「是次公司通訊」)：-

- (1) 二〇一五年年報；及
- (2) 日期為二〇一六年四月十三日，有關回購及發行股份的一般性授權令、重選董事及股東週年大會通告之通函。

如閣下欲收取是次公司通訊的印刷本，請以郵寄或人手送遞方式向本公司發出(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)要求通知，或將相關的通知電郵至[wheelockcompany-ecom@hk.tricorglobal.com](mailto:wheelockcompany-ecom@hk.tricorglobal.com)。相關的要求通知須內載閣下的完整英文姓名全寫、地址及聯絡電話號碼，以及閣下的要求的相關指示字句。

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  
公司秘書  
陳永生  
代行

二〇一六年四月十三日

附註：「非登記股東」指其股份存放於中央結算及交收系統的人士或公司，而他/他們已經透過香港中央結算有限公司不時向本公司發出通知，表示該等人士或公司希望收到本公司的公司通訊(按《上市規則》所界定)。

Ref. 00020-3