

各位非登記持有人

渣打集團有限公司(「本公司」)
(於英格蘭及威爾士註冊之有限責任的公眾有限公司)

此乃要件，請即處理

如閣下對股東文件所載建議的任何方面或應採取的行動有任何疑問，應諮詢閣下的股票經紀、律師、會計師或其他適當的獨立專業顧問。如閣下於最近出售或轉讓閣下所持有的全部渣打集團有限公司股份，請通知有關安排出售或轉讓的人士。本文件並無包含讓閣下了解在網上刊登的股東文件所載建議的足夠資料，而閱讀本文件並不應視為可取代閱讀股東文件，閣下亦不應倚賴本文件內容作為任何決定的依據。本公司建議閣下於採取任何行動前，必須細閱股東文件。

此乃要件 — 請仔細閱讀

閣下現可於網上瀏覽以下資料：

二〇一九年年報

二〇二〇年股東週年大會通告

網址為：

sc.com/hk/zh/investor-relations/news-and-hong-kong-stock-exchange-announcements/

印刷本及有關網站的查詢

閣下目前或日後如欲收取任何股東文件(包括以上所列的文件)的印刷本，請填妥在本函背面的申請表格，並使用申請表格下方之郵寄標籤寄回本公司的股份過戶登記分處香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓(如在香港投寄毋須貼上郵票；否則，請貼上適當的郵票)。



日期及時間
二〇二〇年五月六日倫敦時間上午十一時正
(香港時間下午六時正)。請準時抵達進行登記。

地點
etc.venues, St Paul's,
200 Aldersgate, London, EC1A 4HD。
電話：020 3011 0830。

抵達會場的交通及指示
最近的地鐵站為Moorgate、Barbican及St Paul's。

有特殊需要的股東
我們已作好特殊安排，為任何身體殘障或聽力障礙的股東提供幫助。
請閣下攜帶本咭出席股東週年大會。

如閣下在瀏覽任何文件時遇到任何困難，請電郵至 hkinfo@computershare.com.hk 或致電 **2862 8555** 聯絡本公司的股份過戶登記分處。

渣打集團有限公司
香港主要營業地點
香港德輔道中4-4A號32樓

電話：(852) 2820 3333
傳真：(852) 2899 2918

註冊辦事處：1 Basinghall Avenue, London EC2V 5DD
於英格蘭及威爾士註冊編號：966425

本公司非常重視閣下個人資料的私隱及安全，而股份發行人及股份過戶登記處將一直遵守有關保密、資料保障及資料安全的現行法律及法規。有關如何處理閣下個人資料及閣下私隱權的更多資料，請參閱股份發行人網站 sc.com/hk/zh/privacy-policy-statement/ 上的私隱聲明。有關如何處理閣下個人資料及閣下私隱權的更多資料，閣下應向股份發行人查詢。

Request Form a CE ø

To: Standard Chartered PLC (the "Company") (Stock Code: 02888)
(Incorporated as a public limited company in England and Wales with limited liability)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong

I/We would like to receive the Corporate Communications* of the Company ("Corporate Communications") in the manner as indicated below:

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(Please mark ONLY ONE (X) in the following boxes)

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- to receive the printed English version of Annual Report and Accounts, and other shareholder communications ONLY; OR
to receive the printed Chinese version of Annual Report and Accounts, and other shareholder communications ONLY; OR
to receive both printed English and Chinese versions of Annual Report and Accounts, and other shareholder communications; OR
to receive the printed English version of Standalone Strategic Report, and other shareholder communications ONLY; OR
to receive the printed Chinese version of Standalone Strategic Report, and other shareholder communications ONLY; OR
to receive both printed English and Chinese versions of Standalone Strategic Report, and other shareholder communications.

Contact telephone number

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Signature(s)

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Notes • W j

- 1. Please complete all your details clearly.
2. This letter is addressed to Non-registered holders ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).
3. Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
4. The above instruction will apply to the Corporate Communications to be sent to you until you notify the Company c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.
5. For the avoidance of doubt, we do not accept any other instruction given on this Request Form.

* Corporate Communications includes but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the half year report and, where applicable, summary half year report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

The privacy and security of your personal data is taken very seriously and at all times the share issuer and registrar will comply with the prevailing laws and regulations governing confidentiality, data protection and security of information. For more information on how your personal data is processed and your privacy rights, a privacy notice is available on the share issuer's website sc.com/hk/privacy-policy-statement.

For more information on how your personal data is processed and your privacy rights, you should check with the share issuer.
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Mailing Label % T z
Computershare Hong Kong Investor Services Limited
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Please cut the mailing label and stick it on an envelope to return this Request Form to us.
No postage is necessary if posted in Hong Kong.
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Get in touch with us ~ ç A L ©
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www.computershare.com/hk/contact