

Please specify your name and address clearly in ENGLISH BLOCK LETTER below if you download this form from the web.

倘若閣下從網上下載本表格，請於下面用英文正楷清楚註明閣下的姓名及地址。

Name of shareholder(s)<sup>^</sup>

股東姓名<sup>^</sup>

Address<sup>^</sup>

地址<sup>^</sup>

## Change Request Form 變更申請表格

**To: Asia Standard Hotel Group Limited (the “Company”)**  
**(Stock Code: 292)**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor,  
Hopewell Centre, 183 Queen’s Road East,  
Wanchai, Hong Kong

**致：泛海酒店集團有限公司\*（「本公司」）**  
**（股份代號：292）**  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

**I/We would like to change the choice of language and means of receipt of future Corporate Communication<sup>#</sup> of the Company as indicated below:  
本人/我們欲更改以下列方式收取本公司日後公司通訊<sup>#</sup>之語言版本及收取方式：**

(Please mark **ONLY ONE (X)** of the following boxes)  
(請從下列選擇中，僅在其中一個空格內劃上「X」號)

read the **Website Version** of all future Corporate Communication published on the Company’s website in place of receiving printed copies; and receive a notification letter of the publication of Corporate Communication on website; OR  
瀏覽在本公司網站發表之所有日後公司通訊**網上版本**，以代替收取印刷本，並收取公司通訊已在網上刊發之通知信函；或

to receive the **printed English version** of all future Corporate Communication ONLY; OR  
僅收取所有日後公司通訊之**英文印刷本**；或

to receive the **printed Chinese version** of all future Corporate Communication ONLY; OR  
僅收取所有日後公司通訊之**中文印刷本**；或

to receive both **printed English and Chinese versions** of all future Corporate Communication.  
同時收取所有日後公司通訊之**英文及中文印刷本**。

**Date**  
**日期**

**Contact telephone number**  
**聯絡電話號碼**

**Signature(s)**  
**簽名**

*You are required to fill in the details if you download this Change Request Form from the Company’s website.  
假如閣下從本公司網站下載本變更申請表格，請必須填上有關資料。*

**Notes**  
**附註：**

- Please complete all your details clearly.  
請閣下清楚填妥所有資料。
- 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 Change Request Form in order to be valid.  
如屬聯名股東，則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
- Any form with more than one box marked (X) in each part, with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格於各部份作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- Please note that both printed English and Chinese versions of all the Company’s Corporate Communication which we have sent to our Shareholders in the past 12 months are available from the Company on request. They are also available on the Company’s website [www.asiastandardhotelgroup.com](http://www.asiastandardhotelgroup.com) for five years from the date of first publication.  
本公司備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本。該等公司通訊亦由首次登載日期起計，持續5年載於本公司網站[www.asiastandardhotelgroup.com](http://www.asiastandardhotelgroup.com)上。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.  
為免存疑，任何在本變更申請表格上的額外手寫指示，本公司將不予處理。

*\*For identification purposes only*  
*僅供識別*

*#Corporate Communication 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 interim report and, where applicable, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
公司通訊包括但不限於：(a)董事會報告、年度帳目連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)委派代表書。*