

## Request Form 申請表格

**To:** Langham Hospitality Investments and  
Langham Hospitality Investments Limited (collectively “Langham”)  
(Stock Code: 1270)  
Suite 2702, 27th Floor, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong

**致:** 朗廷酒店投資與  
朗廷酒店投資有限公司 (統稱「朗廷」)  
(股份代號: 1270)  
香港灣仔港灣道 23 號鷹君中心 27 樓 2702 室

(Please **choose ONLY ONE** of the options below)  
(請只選擇以下其中一項)

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| <p><b>Option 1:</b> I/We hereby provide my/our email address in writing for receipt of Actionable Corporate Communications <sup>(Note 1)</sup> of Langham via electronic dissemination</p> <p><b>選項 1:</b> 本人/吾等現以書面提供本人/吾等之電郵地址，以收取朗廷透過電子方式發布可供採取行動的公司通訊 <sup>(附註 1)</sup></p> <p>Email address: <sup>(Note 4 &amp; 5)</sup> 電郵地址: <sup>(附註 4 &amp; 5)</sup></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
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| <p><b>Option 2:</b> I/We hereby request for receipt of Corporate Communications <sup>(Note 1)</sup> in printed form and noted that this instruction is valid unless being revoked or superseded or until expired on the last day of each calendar year (whichever is earlier). <sup>(Note 6 &amp; 7)</sup> (Please mark “✓” in the below box if applicable)</p> <p><b>選項 2:</b> 本人/吾等現要求收取公司通訊 <sup>(附註 1)</sup> 印刷本，並已知悉本指示將一直有效，除非被撤銷或取代，或直至每個曆年的最後一天為止（以較早者為準）<sup>(附註 6 &amp; 7)</sup>。（如適用，請在以下方格內劃上「✓」號）</p> <p> <input type="checkbox"/> Printed English Version 英文版本              <input type="checkbox"/> Printed Chinese Version 中文版本              <input type="checkbox"/> Printed English and Chinese Version 英文及中文版本       </p> |
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**Full Name(s) of Holder(s) of Share Stapled Units#**  
股份合訂單位持有人全名#

**Contact Telephone Number**  
聯絡電話號碼

*(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)*

**Address#**  
地址#

*(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)*

**Signature(s) <sup>(Notes 2 & 3)</sup>**  
簽名 <sup>(附註 2 及 3)</sup>

**Date**  
日期

# Please complete all your details clearly. Otherwise, this Form will not be processed. 請清楚填寫 閣下之所有資料。否則，本表格將會不予處理。

**Notes 附註:**

1. Unless otherwise specified, “Actionable Corporate Communications” refer to any Corporate Communications that seek instructions from Holders of the Share Stapled Units in or other securities of Langham on how they wish to exercise their rights or make an election as Holders of the Share Stapled Units in or other securities of Langham; and “Corporate Communications” refer to annual reports, interim reports, notices of meetings, circulars, proxy forms or other publications of Langham for the Holders of Share Stapled Units.  
除非另有註明，「可供採取行動的公司通訊」指任何涉及要求朗廷的股份合訂單位或其他證券持有人指示其擬如何行使其有關股份合訂單位或其他證券持有人的權利或作出選擇的公司通訊；而「公司通訊」指朗廷的年報、中期報告、會議通告、通函、代表委任表格或其他股份合訂單位持有人刊物。
2. If your Share Stapled Units are held in joint names, the Holder of Share Stapled Units whose name stands first on the register of Holders of Share Stapled Units of Langham in respect of the joint holding should sign on this Request Form in order to be valid.  
如閣下持有之股份合訂單位屬聯名持有，則本申請表格須由該名於朗廷股份合訂單位持有人登記冊上就該等聯名持有之股份合訂單位名列首位的股份合訂單位持有人簽署，方為有效。
3. Any Request Form with no signature or otherwise incorrectly completed will be void.  
任何申請表格若未有簽署或在其他方面填寫不正確，則該申請表格將會作廢。
4. It is the responsibility of the Holders of Share Stapled Units to provide email address that is functional. If your email address is subsequently changed after completing and returning of this Request Form, please complete and return a fresh Request Form with your updated email address to Langham by email or by post. Langham will be considered to have complied with the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited if it sends Actionable Corporate Communications to the email address provided by a Holder of the Share Stapled Units without receiving any “non-delivery message”.  
股份合訂單位持有人有責任提供有效之電郵地址。如閣下之電郵地址在填寫並交回本申請表格後有所更改，請填寫新的申請表格並附上閣下更新後之電郵地址，以及透過電郵或郵寄方式交回朗廷。如果朗廷向股份合訂單位持有人提供之電郵地址發送可供採取行動的公司通訊而未收到任何「未送達信息」，則朗廷將被視為已遵守香港聯合交易所有限公司證券上市規則。
5. If you provide more than one email address by email, request form and/or other means, only the latest email address provided will be registered.  
如閣下通過電郵、申請表格及/或其他方式提供多於一個電郵地址，只有閣下最後提供的電郵地址方會被登記。
6. If you mark “✓” in a box in Option 2, no email address will be registered and only Corporate Communications in printed form will be received.  
如閣下在選項 2 方格內劃上「✓」號，將不會有電郵地址被登記，只會收取公司通訊的印刷本。
7. This request for printed copy will be valid unless being revoked or superseded or until expired on the last day of each calendar year (whichever is earlier). Please note that you must complete and return a fresh Request Form, if you wish to continue to receive Corporate Communications in printed form after the expiry of this request.  
本收取印刷本之要求將一直有效，除非被撤銷或取代，或直至每個曆年的最後一天為止（以較早者為準）。請注意，如欲於本要求失效後繼續收取公司通訊印刷本，閣下必須交回一份填妥之新申請表格。
8. For the avoidance of doubt, Langham does not accept any other instructions given on this Request Form.  
為免存疑，朗廷概不接受於本申請表格上的任何其他指示。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

“Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”), which may include but not limited to your name, address, email address and/or telephone number. Your Personal Data provided is on a voluntary basis, and the same is collected and will be disclosed or transferred to Share Stapled Units Registrar of Langham and/or other companies or bodies solely for any of the purposes of receiving Corporate Communications of Langham. Failure to provide sufficient information may render Langham not able to process your instructions and/or requests. Your Personal Data will be retained for such period as may be necessary for verification and record purposes. You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing addressed to the Data Protection Officer at 33rd Floor, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong or by email to [dataprotectionofficer@greateagle.com.hk](mailto:dataprotectionofficer@greateagle.com.hk).

本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」之涵義，當中包括(但不限於)閣下之姓名、地址、電郵地址及/或電話號碼。閣下所提供的個人資料乃屬自願性質，有關資料僅就收取朗廷公司通訊之任何用途而收集及將披露或轉移予朗廷股份合訂單位登記處及/或其他公司或團體。倘若閣下未能提供足夠資料，朗廷可能無法處理閣下的指示及/或要求。閣下的個人資料將在適當期間內保留以作核實及記錄用途。閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何相關查閱及/或修改個人資料之要求均須以書面方式寄至香港灣仔港灣道 23 號鷹君中心 33 樓或電郵至 [dataprotectionofficer@greateagle.com.hk](mailto:dataprotectionofficer@greateagle.com.hk) 向個人資料私隱主任提出。

**Mailing Label 郵寄標籤**

Langham Hospitality Investments and  
Langham Hospitality Investments Limited  
朗廷酒店投資與  
朗廷酒店投資有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.  
**No postage stamp is necessary if posted in Hong Kong.**

閣下寄回此表格時，請將郵寄標籤剪貼於信封上。  
**如在本港投寄毋須貼上郵票。**