

2 September 2016

Dear Non-registered holders

## Standard Chartered PLC (the 'Company')

### This document is important and requires your immediate attention

If you have recently sold or transferred all your shares in Standard Chartered PLC, please notify the person who arranged the sale or transfer.

### Viewing important shareholder documents

Please visit our website at <http://investors.sc.com/en/downloads.cfm> to view and/or download the **Half Year Report 2016**.

This document can be downloaded in PDF format. To view PDF documents, you will need Adobe Acrobat Reader software installed on your computer. This program is available free of charge on the Adobe website at <http://get.adobe.com/reader/>. Please note the time taken to download this document will depend on your internet connection.

### Paper copies and website enquiries

If now or at any point in the future you would prefer to receive paper copies of any shareholder documents, including the documents listed above, please complete the Request Form on the reverse side and return it to our branch registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong by using the mailing label at the bottom of the Request Form (no need affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp).

If you have any difficulty with accessing any of the documents mentioned above, please contact our branch registrar by telephone on **2862 8555**.

### Standard Chartered PLC

#### Principal Place of Business in Hong Kong

32nd Floor, 4-4A Des Voeux Road Central, Hong Kong

Tel (852) 2820 3333

Fax (852) 2899 2918

Registered Office: 1 Basinghall Avenue, London EC2V 5DD  
Registered in England and Wales number 966425

二〇一六年九月二日

各位非登記持有人

渣打集團有限公司 (Standard Chartered PLC) (「本公司」)

此乃要件，請即處理

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，請通知安排有關出售或轉讓的人士。

### 閱覽重要股東文件

請瀏覽本公司網站，網址為：<http://www.sc.com/hk/zh/investor-relations/news-and-hong-kong-stock-exchange-announcements.html>，以閱覽及／或下載二〇一六年半年報告。

該文件可以PDF檔案下載。如欲閱覽PDF文件，閣下須在電腦安裝Adobe Acrobat Reader軟件。該程式可於Adobe網站<http://get.adobe.com/reader/>免費下載。請注意下載該文件的所需時間將視乎閣下的網路連線而定。

### 印刷本及有關網站的查詢

閣下目前或日後任何時間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)。

如閣下在閱覽上文所述任何文件時遇到任何困難，請致電**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  
於英國及威爾士註冊編號：966425

## Request Form 申請表格

**To: Standard Chartered PLC (the "Company") (Stock Code: 02888)** 致：渣打集團有限公司(「貴公司」)(股份代號：02888)  
c/o Computershare Hong Kong Investor Services Limited 經香港中央證券登記有限公司  
17M Floor, Hopewell Centre, 183 Queen's Road East, 香港灣仔皇后大道東183號  
Wan Chai, Hong Kong 合和中心17M樓

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

本人／我們希望以下列方式收取 貴公司之公司通訊文件\*(「公司通訊文件」)：

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

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- to receive the **printed English version** of all Corporate Communications ONLY; **OR**  
僅收取所有公司通訊文件之英文印刷本；或
- to receive the **printed Chinese version** of all Corporate Communications ONLY; **OR**  
僅收取所有公司通訊文件之中文印刷本；或
- to receive both **printed English and Chinese versions** of all Corporate Communications.  
同時收取所有公司通訊文件之英文及中文印刷本。

**Contact telephone number**  
聯絡電話號碼

**Signature(s)**  
簽名

Notes 附註：

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- 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).  
此函件乃向非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊文件)發出。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、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。
- 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.  
上述指示適用於發送予 閣下之所有公司通訊文件，直至 閣下經香港中央證券登記有限公司通知本公司另外之安排或任何時候不再持有本公司的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this Request Form.  
為免存疑，任何在本申請表格上的額外指示，本公司將不予處理。

\* 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.  
公司通訊文件包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)半年報告及半年摘要報告(如適用)；(c)會議通告；(d)上市文件；(e)通函；及(f)委任代表表格。

STDH-02092016-1(0)



### 郵寄標籤 MAILING LABEL

閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。  
如在香港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope  
to return this Request Form to us.

**No postage stamp necessary if posted in Hong Kong.**

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong