



*(a joint stock company incorporated in the People's Republic of China with limited liability)*

**(Stock Code: 3988 and 4601 (Preference Shares))**

Dear Ordinary Shareholders,

## **Means of Receipt and Language of the Bank's Corporate Communications**

In accordance with the relevant rules of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the relevant provisions of the articles of association of Bank of China Limited (the "Bank"), we hereby write for your view on receiving the corporate communications of the Bank (the "Corporate Communications") via the Bank's own website ([www.boc.cn](http://www.boc.cn)) (the "Bank's Website"). The Bank's Website presents a user-friendly interface in both Chinese and English, and all the Corporate Communications are easily accessible on the "Investor Relations" page following their releases.

The Corporate Communications include any document to be issued by the Bank for your information or action, including but not limited to (a) annual reports and, if available, its summary financial reports; (b) interim reports and, if available, its summary financial reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.

As an environment-conscious corporate citizen, the Bank encourages its shareholders to access the Corporate Communications via the Bank's Website in place of printed copies. The reduction in the costs of administration, printing and postage of the Corporate Communications will not only benefit the Bank, but is ultimately in the interest of the shareholders. Website publication will also increase efficiency in distribution of the Corporate Communications to the shareholders.

### *Election of the Means of Receipt of the Corporate Communications*

As an environment-conscious corporate citizen, the Bank suggests you to access the Corporate Communications of the Bank via the Bank's Website.

If you wish to access the Corporate Communications via the Bank's Website in the future, you do not need to take any action in response to this letter. If we do not receive a response to this letter from you within the period of 28 days beginning with the date of sending this letter, you will be deemed to have agreed that the Bank may supply the Corporate Communications to you via the Bank's Website henceforth in place of printed copies.

If you wish to receive printed copies of the Corporate Communications, please complete the enclosed Reply Form and sign and return it to the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), by using the mailing label at the bottom of the Reply Form, or send an email with a scanned copy of the completed Reply Form to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk).

### *Notifications on Availability of the Corporate Communications on the Bank's Website*

If you consent to access the Corporate Communications via the Bank's Website, the Bank will send you a notification by post when any of the future Corporate Communications is made available on the Bank's Website.

### *Change of Your Choice of Means of Receipt and Language of the Corporate Communications*

Should you encounter any difficulty in accessing any of the Corporate Communications posted on the Bank's Website, you may request a printed copy of the Corporate Communications free of charge at any time by writing to the Bank's H-Share Registrar to the address indicated above or by sending an email to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk). You are also entitled to change your choice of means of receipt and the language of the Corporate Communications at any time by reasonable notice using the ways indicated above.

Should you have any queries about this letter, please call the Bank's H-Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m. Monday to Friday, excluding Hong Kong public holidays).

**Bank of China Limited**



中國銀行  
BANK OF CHINA  
中國銀行股份有限公司  
BANK OF CHINA LIMITED  
(於中華人民共和國註冊成立的股份有限公司)  
(股份代號：3988及4601(優先股))

致普通股股東：

## 選擇收取公司通訊的方式及語言版本

依照香港聯合交易所有限公司證券上市規則的相關要求及中國銀行股份有限公司(「本行」)公司章程的有關規定，本行現致函閣下，徵求閣下對以瀏覽本行網站([www.boc.cn](http://www.boc.cn))(「本行網站」)方式索取本行公司通訊(「公司通訊」)的意見。本行網站使用方便，包括中文及英文兩個版本，所有公司通訊均可在本行網站中「投資者關係」頁面及時獲取。

公司通訊包括本行將予發出以供閣下參照或採取行動的任何文件，其中包括但不限於(a)年度報告及財務摘要報告(如有者)；(b)中期報告及財務摘要報告(如有者)；(c)會議通知；(d)上市文件；(e)通函；及(f)代表委任表格。

為積極履行本行保護環境的社會責任，本行鼓勵其股東通過網站瀏覽方式收取本行公司通訊以替代印刷版本。由此節約的管理費、印刷費和郵寄費不僅有利於本行，也符合本行股東的利益。同時，通過網站瀏覽方式還可以提高向股東發送公司通訊的效率。

### 對收取公司通訊方式的選擇

為積極履行本行保護環境的社會責任，本行建議閣下可以選擇通過本行網站瀏覽方式獲得本行的公司通訊。

倘閣下選擇未來通過本行網站瀏覽本行公司通訊，則閣下無需對此信函採取任何行動。倘若本行於寄發此信函後28天內仍未收到閣下之回條，則閣下將被視為已同意只以網站瀏覽方式收取本行的公司通訊以替代印刷版本。

倘閣下希望收取本行公司通訊之印刷版本，則閣下須填妥本信函所附回條簽署並使用隨附之郵寄標籤寄回本行H股股份過戶登記處，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)，或作為附件電郵至[boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk)。

### 有關公司通訊已在本行網站刊發的通知信函

倘閣下同意通過網站瀏覽方式收取本行公司通訊，則本行在發佈公司通訊並上載於本行網站的同時，將會向閣下寄送有關公司通訊已在本行網站刊發的通知信函。

### 改變收取本行公司通訊的方式及語言版本

倘閣下因任何理由以致在收取或接收載於本行網址上的任何公司通訊出現困難，閣下有權隨時通過書面通知會本行H股股份過戶登記處(地址如上)，或發送電郵至[boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk)向本行免費索取本行公司通訊之印刷版本。閣下亦有權隨時以上述方式要求於合理時間內更改收取本行公司通訊之方式及語言版本。

倘閣下對此信函有任何疑問，請在辦公時間(星期一至星期五上午9時至下午6時，香港公眾假期除外)致電本行H股股份過戶登記處(852) 2862 8688。

中國銀行股份有限公司



## Reply Form 回條

**To: Bank of China Limited (the "Bank")**  
**(Stock Code: 3988 and 4601 (Preference Shares))**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wan Chai, Hong Kong

致：中國銀行股份有限公司(「本行」)  
(股份代號：3988及4601(優先股))  
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 receive future Corporate Communications\* of the Bank in the manner as indicated below:

本人/我們希望以下列方式收取本行未來之公司通訊\*：

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

to read the **website version** of all future Corporate Communications published on the Bank's website ([www.boc.cn](http://www.boc.cn)) in place of receiving printed copies; and receive a notification letter in relation to the publication of Corporate Communications on the Bank's website; **OR**  
瀏覽在本行網站 ([www.boc.cn](http://www.boc.cn))發表之公司通訊網上版本，以代替印刷本，並收取有關公司通訊已在本行網站上刊發的通知信函；或

to receive the **printed English version** of all future Corporate Communications ONLY; **OR**  
僅收取公司通訊之英文印刷本；或

to receive the **printed Chinese version** of all future Corporate Communications ONLY; **OR**  
僅收取公司通訊之中文印刷本；或

to receive both **printed English and Chinese versions** of all future Corporate Communications.  
同時收取公司通訊之英文及中文印刷本。

Name(s) of Shareholder(s)  
股東姓名

Date  
日期

(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)

Contact telephone number  
聯絡電話號碼

Signature  
簽名

### Notes / 附註：

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- For shareholders with shares registered under their own names, if your shares are held in joint names, the shareholder whose name stands first on the register of members of the Bank in respect of the joint holding should sign on this Reply Form in order to be valid.  
以自身名義登記股份之股東如屬聯名股東，則本回條須由該名於本行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。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited (the address is indicated above) or by sending an email to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk).**  
上述指示適用於將來寄發予 閣下之所有公司通訊，直至 閣下發出合理時間的書面通知予本行之H股股份過戶登記處香港中央證券登記有限公司(地址如上)，或發送電郵至[boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk)，另作選擇為止。
- The Bank takes all reasonable precautions to ensure no viruses are present in any electronic communication it publishes or sends out, but it cannot accept responsibility for loss or damage arising from the opening or use of any email or attachment from the Bank. The Bank recommends that all electronic communications received by you be subject to virus checking procedures prior to use.  
本行採取一切合理的預防措施以確保其發表或發送的任何電子資訊不存在病毒，但本行對於因打開或使用其任何電子郵件或附件而造成的損失或損害概不負責。本行建議 閣下在使用接收的電子資訊前對其進行病毒檢查。

\* Corporate Communications include any document to be issued by the Bank for your information or action, including but not limited to (a) annual reports and, if available, its summary financial reports; (b) interim reports and, if available, its summary financial reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.  
公司通訊包括本行將予發出以供 閣下參照或採取行動的任何文件，其中包括但不限於(a)年度報告及財務摘要報告(如有者)；(b)中期報告及財務摘要報告(如有者)；(c)會議通知；(d)上市文件；(e)通函；及(f)代表委任表格。

閣下寄回此回條時，請將郵寄  
標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。

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

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

### 郵寄標籤 MAILING LABEL

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