



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股份代號: 2388)

13 April 2010

Dear Shareholder,

Letter to existing registered shareholders – Election of Language and Means of Receipt of Corporate Communications

We are pleased to advise that the (i) Annual Report 2009 (the “**Annual Report 2009**”), (ii) Summary Financial Report 2009 (the “**Summary Financial Report 2009**”) and (iii) Circular containing notice of 2010 annual general meeting and regarding general mandates to issue and repurchase shares (the “**Circular**”) of BOC Hong Kong (Holdings) Limited (“**BOCHK**”) have been prepared in English and Chinese. The English and Chinese versions of the aforesaid documents are now available on BOCHK’s website at www.bochk.com. You may access the Annual Report 2009 and the Summary Financial Report 2009 by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “Annual Report – 2009” and “Summary Financial Report – 2009” under “What’s New” or under “Financial Reports”. You may access the Circular by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “Circular dated 13 April 2010 in relation to General Mandates to Issue and Repurchase Shares and Notice of 2010 Annual General Meeting” under “Other Corporate Communications to Shareholders 2010”.

Those Shareholders who (a) have received a printed copy of the Annual Report 2009 or the Summary Financial Report 2009 (as the case may be) in either the English or Chinese language only and would like to receive a printed copy in the other language; or (b) have chosen to access the Corporate Communications (as defined below) posted on BOCHK’s website in lieu of receiving printed copies and would like to receive a printed copy now; or (c) wish to change their choice of language and means of receipt of all corporate communications issued or to be issued by BOCHK to Shareholders including (but not limited to) summary financial reports (the “**Financial Summary**”), complete annual reports and accounts (the “**Full Financial Report**”), interim reports, notices of meeting, listing documents, circulars and proxy forms (the “**Corporate Communications**”) of BOCHK, please complete **Part A and/or Part B of the Request Form overleaf** and return it by post, using the mailing label as indicated in the Request Form, or hand delivery to BOCHK’s Share Registrar, Computershare Hong Kong Investor Services Limited (“**BOCHK’s Registrar**”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

You are entitled at any time by reasonable notice in writing to BOCHK’s Registrar to change your choice of language and means of receiving Corporate Communications. Further, if you have chosen to access Corporate Communications posted on BOCHK’s website and have any difficulty in receiving or gaining access to the relevant documents, for any reason, BOCHK’s Registrar will promptly upon your notice send the printed form of the same to you free of charge. The aforesaid notice should contain your name, address, contact telephone number and relevant request and be sent to BOCHK’s Registrar at the address as mentioned above or via email to bochk.ecom@computershare.com.hk.

Please note that printed English and Chinese versions of Corporate Communications of BOCHK are and will be available from BOCHK or BOCHK’s Registrar upon request, and both language versions are or will be available on BOCHK’s website at www.bochk.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

You are encouraged to access the Corporate Communications posted on BOCHK’s website in lieu of receiving printed copies, which helps to reduce the impact on the environment and, we believe, is a more convenient and prompt method of communication with Shareholders. If you have any queries relating to this letter, please do not hesitate to call BOCHK’s enquiry hotline at (852) 2846 2700.

Yours faithfully,

Jason C.W. Yeung, *Company Secretary*

For and on behalf of **BOC Hong Kong (Holdings) Limited**

敬啟者：

致現有登記股東之函件 – 選擇收取公司通訊文件之語言版本及收取方式

中銀香港(控股)有限公司(「**中銀香港**」)(i) 2009年年度業績報告(「**年報 2009**」), (ii) 2009年財務摘要報告(「**財務摘要報告 2009**」)及(iii) 載有 2010年股東週年大會通告及關於發行及購回股份一般授權的通函(「**通函**」)備有中、英文版。上述文件的中、英文版現在可以在中銀香港網頁 www.bochk.com 閱覽。如要閱覽年報 2009 及財務摘要報告 2009, 請在中銀香港網頁主頁按「投資者關係」一項, 再在「最新消息」或「財務報告」項下的「年度業績報告—2009」及「財務摘要報告—2009」上按一下。如要閱覽股東通函, 閣下可以在中銀香港網頁主頁按「投資者關係」一項, 再在「其他公司通訊文件」項下的「股東通函(日期為 2010年 4月 13日)», 該通函包括發行及購回股份的一般授權之建議及 2010年股東週年大會通告」上按一下。

股東如(a) 僅收取英文版或中文版之年報 2009 或財務摘要報告 2009 (視情況而定) 印刷本, 但欲收取另一語言之印刷本; 或(b) 已選擇上網閱覽登載在中銀香港網頁的公司通訊文件(定義見下)以代替收取其印刷本, 但現欲收取其印刷本; 或(c) 欲更改收取中銀香港已或將會向股東刊發的公司通訊文件包括(但不限於)財務摘要報告(「**財務摘要**」)、完整的年報及賬目(「**詳細財務報告**」)、中期報告、會議通告、上市文件、通函及委任代表表格(「**公司通訊文件**」)之語言版本及收取方式, 請填妥背面之回條的甲部及/或乙部, 然後按回條上之指示以郵寄標籤將回條寄回或以專人交付位於香港灣仔皇后大道東 183 號合和中心 17M 樓之中銀香港股份過戶登記處香港中央證券登記有限公司(「**中銀香港過戶處**」)。

閣下有權隨時向中銀香港過戶處發出合理書面通知, 要求更改所選擇收取公司通訊文件之語言版本及收取方式。此外, 倘閣下選擇上網閱覽登載在中銀香港網頁的公司通訊文件, 無論因任何理由以致在收取或閱覽有關文件時遇到困難, 中銀香港過戶處將於接到閣下通知後, 立即向閣下免費發送該等文件的印刷本。前述通知須包括閣下的姓名、地址、聯絡電話號碼及相關要求並送交上述地址之中銀香港過戶處或以電郵方式傳至 bochk.ecom@computershare.com.hk。

中銀香港及中銀香港過戶處亦備有中銀香港的公司通訊文件的中、英文版印刷本, 以供索取, 該等公司通訊文件的中、英文兩種語言版本已或將會登載在中銀香港網頁 www.bochk.com 及香港交易及結算有限公司網頁 www.hkexnews.hk, 以供閱覽。

我們希望各股東踴躍採用上網方式閱覽登載在中銀香港網頁的公司通訊文件, 以代替收取公司通訊文件的印刷本。此方式不但有助減少對環境的影響, 而且我們相信此乃更方便快捷與股東通訊的方式。如閣下對本函件有任何疑問, 請致電中銀香港的查詢熱線(852) 2846 2700。

此致

各位股東

代表中銀香港(控股)有限公司

公司秘書楊志威謹啟

二零一零年四月十三日