



# 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)

### NOTIFICATION LETTER 通知信函

18 April 2016

Dear Non-registered Holder <sup>Note</sup>,

#### BOC Hong Kong (Holdings) Limited (“BOCHK”)

— Notice of Publication of (a) 2015 Annual Report, (b) Circular containing Notice of 2016 Annual General Meeting and Proposed General Mandates to Issue and Buy Back Shares (the “Circular”) and (c) Proxy Form for 2016 Annual General Meeting (the “AGM Proxy Form”) (collectively the “Current Corporate Communications”)

The English and Chinese versions of BOCHK’s Current Corporate Communications are now available on BOCHK’s website at [www.bochk.com](http://www.bochk.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk). The Annual General Meeting of the Company will be held on Monday, 6 June 2016 at 2:00 p.m. at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong.

If you want to receive a printed version of the Current Corporate Communications, please complete the Request Form overleaf and return it to BOCHK c/o Computershare Hong Kong Investor Services Limited (“BOCHK’s Registrar”) by using the mailing label at the bottom of the Request Form (no postage stamp is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by hand delivery to BOCHK’s Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. You may also send a scanned copy of the Request Form duly completed and signed to BOCHK’s Registrar via email to [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk). The Request Form may also be downloaded from BOCHK’s website at [www.bochk.com](http://www.bochk.com) or HKEx’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries relating to any of the above matters, please call BOCHK’s enquiry hotline at (852) 2846 2700 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,  
For and on behalf of  
BOC Hong Kong (Holdings) Limited  
Chan Chun Ying  
Company Secretary

*Note: This letter is addressed to non-registered holders of BOCHK (“Non-registered Holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified BOCHK from time to time through Hong Kong Securities Clearing Company Limited to receive corporate communications of BOCHK). If you have sold or transferred your shares in BOCHK, please disregard this letter and the Request Form overleaf.*

各位非登記持有人<sup>附註</sup>：

#### 中銀香港(控股)有限公司(「中銀香港」)

— (a) 2015年報、(b)載有2016年股東週年大會通告和發行及回購股份一般授權建議之通函(「通函」)及(c) 2016年股東週年大會代表委任表格(「週年大會代表委任表格」)(合稱「本次公司通訊文件」)的發佈通知

中銀香港的本次公司通訊文件的中、英文版本現已上載於中銀香港網站([www.bochk.com](http://www.bochk.com))及香港交易及結算所有限公司(「香港交易所」)網站([www.hkexnews.hk](http://www.hkexnews.hk))。本公司訂於2016年6月6日(星期一)下午二時正假座香港灣仔港灣道1號香港君悅酒店大堂樓層宴會大禮堂舉行股東週年大會。

倘若閣下欲收取本次公司通訊文件的印刷本，請填妥在本函背面的要求表格，並使用該要求表格底部隨附的郵寄標籤寄回中銀香港經香港中央證券登記有限公司(「中銀香港過戶處」)(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)或以專人交付位於香港灣仔皇后大道東183號合和中心17M樓的中銀香港過戶處。閣下亦可把已填妥及簽署的要求表格的掃描副本以電郵方式傳送至 [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)。該要求表格亦可於中銀香港網站([www.bochk.com](http://www.bochk.com))或香港交易所網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下對本函內容有任何疑問，請致電中銀香港查詢熱線(852) 2846 2700，辦公時間為星期一至五(香港公眾假期除外)上午9時正至下午6時正。

代表  
中銀香港(控股)有限公司  
公司秘書  
陳振英  
謹啟

2016年4月18日

*附註：此函件乃向中銀香港的非登記持有人(「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中銀香港發出通知，希望收到中銀香港公司通訊文件)發出。如果閣下已經出售或轉讓所持有的中銀香港股份，則無須理會本函件及背面所附要求表格。*

**Request Form 要求表格**

To: **BOC Hong Kong (Holdings) Limited (“BOCHK”)**  
(Stock Code: 2388)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen’s Road East,  
Wan Chai, Hong Kong

致：中銀香港(控股)有限公司(「中銀香港」)  
(股份代號：2388)  
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 printed version of the corporate communications of BOCHK (“Corporate Communications”)<sup>Note 1</sup> in the manner as indicated below:

本人/吾等希望以下列方式收取中銀香港的公司通訊文件的印刷版本(「公司通訊文件」)<sup>附註1</sup>：

(Please tick **ONLY ONE box** <sup>Note 2</sup>)

(請以「✓」號選擇一項<sup>附註2</sup>)

to receive the **printed English version** only; or  
只收取**英文印刷本**；或

to receive the **printed Chinese version** only; or  
只收取**中文印刷本**；或

to receive **both English and Chinese versions**.  
收取**英文及中文印刷本**。

Contact telephone number(s):

聯絡電話號碼：

Signature(s) :

簽名：

Date:

日期：

Notes 附註：

- Corporate Communications refer to any document issued or to be issued by BOCHK for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.  
公司通訊文件指中銀香港發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括(但不限於)：(a)董事會報告、年度財務報表連同核數師報告；(b)中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。
- Please tick only one box on this Request Form. Any Request Form with more than one box ticked, with no box ticked, with no signature or otherwise incorrectly completed will be void.  
在本要求表格只可選擇一項。如在本要求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，則本要求表格將會作廢。
- Please complete all your details clearly.  
請閣下清楚填妥所有資料。
- This Request Form is addressed to non-registered holders of BOCHK (“Non-registered Holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified BOCHK from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). 此要求表格乃向中銀香港的非登記持有人(「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中銀香港發出通知，希望收到中銀香港公司通訊)發出。
- The above instructions will apply to the Corporate Communications to be sent to you until you notify BOCHK c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have shareholdings in BOCHK.  
上述指示將適用於將發送予閣下的所有公司通訊文件，直至閣下通知中銀香港經香港中央證券登記有限公司另外的安排或任何時候停止持有中銀香港的股份。
- For the avoidance of doubt, we do not accept any other instructions given on this Request Form.  
為免存疑，任何在本要求表格上的額外指示，中銀香港將不予處理。

閣下寄回此要求表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。  
Please cut the mailing label and stick this on the envelope  
to return this Request Form to us.  
No postage stamp is 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