



# 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)

18 April 2016

Dear Registered Shareholder,

### Letter to Existing Registered Shareholders — (1) Notification on publication of Corporate Communications containing Notice of 2016 Annual General Meeting; and (2) Election of Language and Means of Receipt of Corporate Communications

We are pleased to advise that the (i) 2015 Annual Report and (ii) Circular containing Notice of 2016 Annual General Meeting and Proposed General Mandates to Issue and Buy Back Shares (the “Circular”) of BOC Hong Kong (Holdings) Limited (“BOCHK”) has 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](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.

Those Shareholders who (a) have received a printed copy of the 2015 Annual Report in either the English or Chinese language only and would like to receive a printed copy in the other language; or (b) have chosen (or are deemed to have consented) to access the Corporate Communications (as defined below) posted on BOCHK’s website in lieu of receiving printed copies (the “Website Option”) 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, annual reports and accounts, interim reports, notices of meetings, listing documents, circulars and proxy forms (collectively 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 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 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 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).

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 (or are deemed to have consented) to access the 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](mailto: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](http://www.bochk.com) and HKEx’s website at [www.hkexnews.hk](http://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 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

敬啟者：

### 致現有登記股東之函件 — (1) 刊發公司通訊文件通知包括2016年股東週年大會通告；及 (2) 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) 2015年報；及(ii) 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」) 備有中、英文版。上述文件的中、英文版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2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。

股東如(a)僅收取英文版或中文版的2015年報的印刷本，但欲收取另一語言的印刷本；或(b)已選擇(或被視為同意)上網閱覽登載在中銀香港網站的公司通訊文件(定義見下文)以代替收取其印刷本(「網上閱覽方式」)，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)年報及賬目、中期報告、會議通告、上市文件、通函及代表委任表格(合稱「公司通訊文件」)的語言版本及收取方式，請填妥背面的要求表格的甲部及/或乙部，然後使用要求表格底部隨附的郵寄標籤將要求表格寄回(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。

閣下有權隨時向中銀香港過戶處發出合理時間的書面通知，要求更改所選擇收取公司通訊文件的語言版本及收取方式。此外，倘閣下已選擇(或被視為同意)上網閱覽登載在中銀香港網站的公司通訊文件，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依照上述地址送交中銀香港過戶處或以電郵方式傳送至 [bochk.ecom@computershare.com.hk](mailto: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站([www.bochk.com](http://www.bochk.com))及香港交易所網站([www.hkexnews.hk](http://www.hkexnews.hk))，以供閱覽。

中銀香港希望閣下踴躍採用上網方式閱覽登載在中銀香港網站的公司通訊文件，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，而且中銀香港相信此乃更方便快捷與股東通訊的方式。

如閣下對本函內容有任何疑問，請致電中銀香港的查詢熱線(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。

此致

各位登記股東

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

## Request Form 要求表格

To: BOC Hong Kong (Holdings) Limited ("BOCHK")  
(Stock Code: 2388)

致：中銀香港(控股)有限公司(「中銀香港」)  
(股份代號：2388)

Unless otherwise stated, capitalised terms used herein shall have the same meanings as those defined in the letter of BOCHK to its Existing Registered Shareholders dated 18 April 2016.

除文義另有規定外，本要求表格中所用詞彙具有日期為2016年4月18日中銀香港致其現有登記股東的函件中所界定的涵義。

### Part A — To receive another printed version of the 2015 Annual Report of BOCHK

甲部 — 收取中銀香港2015年報的另一印刷本

(Please tick **ONLY ONE box** <sup>Note 1</sup>) (請以「✓」號選擇一項<sup>附註1</sup>)

I/We have already received the respective version of the 2015 Annual Report but I/we would like to receive another printed version:  
本人/吾等已收取2015年報的相應版本，但現在希望收取另一印刷本：

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。

### Part B — To change the choice of language and means of receipt of future Corporate Communications of BOCHK

乙部 — 更改所選擇收取中銀香港日後刊發的公司通訊文件的語言版本及收取方式

I/We would like to receive future Corporate Communications of BOCHK in the manner as indicated below:

本人/吾等希望以下列方式收取中銀香港日後刊發的公司通訊文件：

(Please tick **ONLY ONE box** <sup>Note 1</sup>) (請以「✓」號選擇一項<sup>附註1</sup>)

to access the Corporate Communications posted on BOCHK's website at www.bochk.com in lieu of receiving printed copies (the "**Website Option**"), and to receive a notification of the publication of the Corporate Communications on the website of BOCHK; or  
以閱覽登載於中銀香港網站(www.bochk.com)的公司通訊文件，以代替收取印刷本(「網上閱覽方式」)，並收取有關公司通訊文件已於中銀香港網站上刊發的通知；或

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) <sup>Note 2</sup>:

簽名<sup>附註2</sup>：\_\_\_\_\_

Date:

日期：\_\_\_\_\_

#### Notes 附註：

- Please tick **only one box under each of Part A and Part B** on this form. Any Request Form with more than one box ticked under each of Part A and Part B, with no box ticked, with no signature or otherwise incorrectly completed will be void.  
在本要求表格的甲部及乙部只可各自選擇一項。如在本要求表格的甲部及乙部各自作出超過一項選擇，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。
- If your shares are held in joint names, all joint shareholders **OR** the joint shareholder whose name stands first on the Register of Members of BOCHK in respect of the joint holding should sign on this Request Form in order to be valid.  
如閣下的股份以聯名持有，則本要求表格須由所有聯名股東或該名於中銀香港股東名冊上就聯名持有股份其姓名位列首位的聯名股東簽署，方為有效。
- Please return this Request Form by cutting the mailing label at the bottom of this form and stick it on the envelope according to the indications and mail this Request Form to BOCHK's Registrar, Computershare Hong Kong Investor Services Limited.  
請按指示將本要求表格底部的郵寄標籤剪貼於信封上，並寄回中銀香港股份過戶登記處香港中央證券登記有限公司。
- 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