



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(于香港注册成立之有限公司)

(Stock Code 股份代号: 2388)

9 January 2017

Dear Registered Shareholder,

Letter to Existing Registered Shareholders — (1) Notification on publication of Circular regarding Continuing Connected Transactions; and (2) Election of Language and Means of Receipt of Corporate Communications

We are pleased to advise that the Circular regarding Continuing Connected Transactions (the “Circular”) of BOC Hong Kong (Holdings) Limited (“BOCHK”) has been prepared in English and Chinese. The English and Chinese versions of the Circular are now available in the “Investor Relations” section of BOCHK’s website at www.bochk.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at www.hkexnews.hk.

Those Shareholders who (a) have received a printed copy of the Circular 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. The Request Form may also be downloaded from BOCHK’s website at www.bochk.com or HKEx’s website at 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.

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 HKEx’s website 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 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
Luo Nan
Company Secretary

敬啟者：

致現有登記股東之函件 — (1) 有关持续关连交易的通函刊发通知；及 (2) 选择收取公司通讯文件之语言版本及收取方式

中銀香港(控股)有限公司(「中銀香港」)就有关持续关连交易的通函(「该股东通函」)备有中、英文版。该股东通函的中、英文版现已上载于中銀香港网站(www.bochk.com)「投资者关系」一节及香港交易及结算所有限公司(「香港交易所」)网站(www.hkexnews.hk)。

股东如(a)仅收取该股东通函印刷本的英文或中文版,但欲收取另一语言的印刷本;或(b)已选择(或被视为同意)上网浏览登载在中銀香港网站的公司通讯文件(定义见下文)以代替收取其印刷本(「网上浏览方式」),但现欲收取其印刷本;或(c)欲更改收取中銀香港已或将向股东刊发的公司通讯文件包括(但不限于)年报及账目、中期报告、会议通告、上市文件、通函及代表委任表格(合称「公司通讯文件」)的语言版本及收取方式,请填写背面的要求表格的甲部及/或乙部,然后使用要求表格底部随附的邮寄标签将要求表格寄回(如在香港投寄,毋须贴上邮票;否则,请贴上适当的邮票)或以专人交付位于香港湾仔皇后大道东183号合和中心17M楼的中銀香港股份过户登记处香港中央证券登记有限公司(「中銀香港过户处」)。阁下亦可把已填妥及签署的要求表格的扫描副本以电邮方式传送到 bochk.ecom@computershare.com.hk。该要求表格亦可于中銀香港网站(www.bochk.com)或香港交易所网站(www.hkexnews.hk)内下载。

阁下有权随时向中銀香港过户处发出合理时间的书面通知,要求更改所选择收取公司通讯文件的语言版本及收取方式。此外,倘阁下已选择(或被视为同意)上网浏览登载在中銀香港网站的公司通讯文件,无论因任何理由以致在收取或浏览有关文件时遇到困难,中銀香港过户处将于接到阁下通知后,立即向阁下免费发送该等文件的印刷本。前述通知须包括阁下的姓名、地址、联络电话号码及相关要求并依照上述地址送交中銀香港过户处或以电邮方式传送到 bochk.ecom@computershare.com.hk。

中銀香港及中銀香港过户处亦备有中銀香港的公司通讯文件的中、英文版印刷本,以供索取;该等公司通讯文件的中、英文两种语言版本已或将登载在中銀香港网站(www.bochk.com)及香港交易所网站(www.hkexnews.hk),以供浏览。

中銀香港希望阁下踊跃采用上网方式浏览登载在中銀香港网站的公司通讯文件,以代替收取公司通讯文件的印刷本。此方式不但有助减少对环境的影响,而且中銀香港相信此乃更方便快捷与股东通讯的方式。

如阁下对本函内容有任何疑问,请致电中銀香港的查询热线(852) 2846 2700,办公时间为星期一至五(香港公众假期除外)上午9时正至下午6时正。

此致

各位登记股东

代表
中銀香港(控股)有限公司
公司秘书
罗楠
谨启

2017年1月9日

Request Form 要求表格

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

致: 中银香港(控股)有限公司(「中银香港」)
(股份代号: 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 9 January 2017.

除文义另有规定外, 本要求表格中所用词汇具有日期为2017年1月9日中银香港致其现有登记股东的函件中所界定的涵义。

Part A — To receive a printed version of the Circular regarding Continuing Connected Transactions (the "Circular")

甲部 — 收取有关持续关连交易的通函(「该股东通函」)的印刷本

(Please tick **ONLY ONE box**^{Note 1}) (请以「✓」号选择一项^{附注1})

Please send me/us a printed version of the Circular in:
请将该股东通函的以下印刷本寄送至本人/吾等:

- printed English version** only; or
仅英文印刷本; 或
- printed Chinese version** only; or
仅中文印刷本; 或
- both English and Chinese printed versions.**
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 — 更改所选择收取中银香港日后刊发的公司通讯文件的语言版本及收取方式

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银香港日后刊发的公司通讯文件:

(Please tick **ONLY ONE box**^{Note 1}) (请以「✓」号选择一项^{附注1})

- 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
以浏览登载于中银香港网站(www.bochk.com)的公司通讯文件, 以代替收取印刷本(「**网上阅览方式**」), 并收取有关公司通讯文件已于中银香港网站上刊发的通知; 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):

联络电话号码: _____

Signature(s)^{Note 2}:

签名^{附注2}: _____

Date:

日期: _____

Notes 附注:

- 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选择一项。如在本要求表格的甲部及乙部各自作出超过一项选择, 或未有作出选择, 或未有签署, 或在其他方面填写不正确, 则本要求表格将会作废。
- 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.
如閣下的股份以联名持有, 则本要求表格须由所有联名股东或该名于中银香港股东名册上就联名持有股份其姓名位列首位的联名股东签署, 方为有效。
- Please return this Request Form by cutting the mailing label at the bottom of this form and stick it on an envelope according to the indications and mail this Request Form to BOCHK's Registrar, Computershare Hong Kong Investor Services Limited.
请按指示将本要求表格底部的邮寄标签剪贴于信封上, 并寄回中银香港股份过户登记处香港中央证券登记有限公司。
- For the avoidance of doubt, we do not accept any other instructions given on this Request Form.
为免存疑, 任何在本要求表格上的额外指示, 中银香港将不予处理。

閣下寄回此要求表格时, 请将邮寄标签剪贴于信封上。
如在本港投寄毋须贴上邮票。

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

No postage stamp is necessary if posted in Hong Kong.



邮寄标签 MAILING LABEL

香港中央证券登记有限公司
Computershare Hong Kong Investor Services Limited
简便回邮号码 Freepost No. 37
香港 Hong Kong