

THIS CIRCULAR IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

If you are in any doubt as to any aspect of this circular or as to the action you should take, you should consult your stockbroker or other registered dealer in securities, bank manager, solicitor, professional accountant or other professional adviser.

If you have sold or transferred all your shares in BOC Hong Kong (Holdings) Limited (中銀香港(控股)有限公司), you should at once hand this circular and the accompanying proxy form and, if applicable, the Annual Report 2019 to the purchaser or transferee or to the bank, stockbroker or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

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**Notice of Annual General Meeting,
Proposed Re-election of Retiring Directors**

and

Proposed General Mandates to Issue and Buy Back Shares

A notice convening the Annual General Meeting of BOC Hong Kong (Holdings) Limited to be held at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong on Monday, 29 June 2020 at 2:00 p.m. (registration will begin at 1:15 p.m.) is set out in this circular.

Whether or not you are able to attend the Annual General Meeting, you are advised to read the notice and to complete and return the enclosed proxy form, in accordance with the instructions printed thereon, to the registered office of BOC Hong Kong (Holdings) Limited at 53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong, or send it to the Company's share registrar via email to bochk.eproxy@computershare.com.hk, as soon as possible but in any event not less than 48 hours (excluding any part of a day that is a public holiday) before the time appointed for the holding of the Annual General Meeting. Completion of the proxy form and its return will not preclude you from attending and voting in person at the Annual General Meeting if you so wish.

PRECAUTIONARY MEASURES FOR THE ANNUAL GENERAL MEETING

Please see page 8 of this circular for various measures that might be implemented by the Company at the 2020 Annual General Meeting to try to prevent and control the spread of the Novel Coronavirus (COVID-19) in view of the latest developments (including relevant regulatory restrictions as imposed by the HKSAR Government). Possible precautionary measures include but are not limited to:

- Body temperature check for each attendee
- Health declaration and wearing of a surgical face mask by each attendee
- No distribution of corporate gift and refreshment for attendees

Any person who does not comply with the precautionary measures or is subject to any compulsory quarantine by the HKSAR Government on the date of the meeting will be denied entry into the meeting venue. The Company suggests that shareholders appoint the chairman of the meeting as his/her proxy to vote on the relevant resolutions at the meeting instead of attending in person.

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DEFINITIONS

In this circular, unless the context otherwise requires, the following expressions have the following meanings:

“AGM”	means the annual general meeting of the Company to be held on Monday, 29 June 2020 at 2:00 p.m. (registration will begin at 1:15 p.m.) at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong (and any adjournment thereof);
“Articles”	means the articles of association of the Company (as adopted, amended or modified from time to time);
“Board” or “Board of Directors”	means the Board of Directors of the Company;
“BOC”	means Bank of China Limited, a joint stock commercial bank with limited liability established under the laws of the PRC, the H shares and A shares of which are listed on the Hong Kong Stock Exchange and the Shanghai Stock Exchange respectively;
“BOC (BVI)”	means BOC Hong Kong (BVI) Limited, a company incorporated under the laws of the British Virgin Islands and a wholly-owned subsidiary of BOCHKG;
“BOCHK”	means Bank of China (Hong Kong) Limited, a company incorporated under the laws of Hong Kong, a wholly-owned subsidiary of the Company and a licensed bank in Hong Kong;
“BOCHKG”	means BOC Hong Kong (Group) Limited, a company incorporated under the laws of Hong Kong and a wholly-owned subsidiary of BOC;
“BOCI”	means BOC International Holdings Limited, a company incorporated under the laws of Hong Kong and a wholly-owned subsidiary of BOC;
“BOC Life”	means BOC Group Life Assurance Company Limited, a company incorporated under the laws of Hong Kong, in which the Company and BOC hold equity interests of 51% and 49% respectively;
“Central Huijin”	means Central Huijin Investment Ltd.;
“Committee(s)”	means the committee(s) established by the Board of Directors from time to time;
“Companies Ordinance”	means the Companies Ordinance, Chapter 622 of the Laws of Hong Kong;
“Company”	means BOC Hong Kong (Holdings) Limited, a company incorporated under the laws of Hong Kong, the shares of which are listed on the Hong Kong Stock Exchange;
“Director(s)”	means the director(s) of the Company;
“Group”	means the Company and its subsidiaries;
“Hong Kong” or “HKSAR”	means the Hong Kong Special Administrative Region of the PRC;
“Latest Practicable Date”	means 14 April 2020, being the latest practicable date prior to the printing of this circular for ascertaining certain information contained herein;

DEFINITIONS

“Listing Rules”	means the Rules Governing the Listing of Securities on the Stock Exchange;
“PRC”	means the People’s Republic of China;
“SFO”	means the Securities and Futures Ordinance, Chapter 571 of the Laws of Hong Kong;
“Share(s)”	means the ordinary share(s) of the Company;
“Share Buy-back Mandate”	means the proposed general mandate to buy back Shares;
“Share Buy-back Resolution”	means the proposed resolution to approve the grant of the Share Buy-back Mandate; and
“Stock Exchange” or “Hong Kong Stock Exchange”	means The Stock Exchange of Hong Kong Limited.

LETTER FROM THE BOARD



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(Stock Code: 2388)

Board of Directors:

Mr LIU Liange* (Chairman)
Mr WANG Jiang* (Vice Chairman)
Mr GAO Yingxin (Vice Chairman and Chief Executive)
Mr LIN Jingzhen*
Mr SUN Yu*
Mdm CHENG Eva**
Dr CHOI Koon Shum**
Mr KOH Beng Seng**
Mr LAW Yee Kwan Quinn**
Mr TUNG Savio Wai-Hok**

Registered Office:

53rd Floor
Bank of China Tower
1 Garden Road
Hong Kong

* *Non-executive Directors*

** *Independent Non-executive Directors*

20 April 2020

Dear Shareholders,

The Board invites you to attend the AGM to be held on Monday, 29 June 2020 at 2:00 p.m. at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong. **Given the ever-evolving Novel Coronavirus (COVID-19) pandemic, the Company has newly arranged for a live webcast of the AGM to be accessible at www.bochk.com/en/aboutus/ir/meetings.html so that shareholders can view the proceedings of the AGM online instead of attending the meeting in person. Further, the Company is committed to undertaking corporate social responsibility and will enhance the arrangement by making charitable donations to COVID-19 prevention work as an alternative to distribution of corporate gifts to shareholders who attend the AGM in order to give back to society and help those in need.**

The items of business to be considered at the AGM are described in detail in the notice of the AGM which follows this letter. **Your participation in the AGM is very important and you can exercise your right to vote whether or not you choose to attend the meeting.** If you are unable to attend the AGM in person, the Board encourages you to vote by completing and returning the enclosed proxy form. Even if you have done so, you may still attend and vote in person at the AGM if you so wish.

The Board believes sound corporate governance is crucial to our development in the long term and aspires to a high standard of governance. **As part of our ongoing efforts to enhance our corporate governance and transparency, we have provided in this circular background information to the resolutions to be proposed at the AGM (see Appendix I), biographical details of the retiring Directors standing for re-election (see Appendix II), explanatory statement for Share Buy-back Mandate (see Appendix III) and information on voting and other issues relating to the AGM in the form of "Frequently Asked Questions" (see Appendix IV) so that shareholders have a better understanding of their rights and can make an informed decision in relation to the subject matters of the AGM.**

All resolutions put to shareholders at the AGM will be voted on by poll. For such purpose, the Company has engaged Computershare Hong Kong Investor Services Limited, the Company's share registrar, to act as the scrutineer. **Results of the poll voting will be published on the Company's website at www.bochk.com and the Stock Exchange's website at www.hkexnews.hk.**

The Board considers that all resolutions proposed for consideration and approval by the shareholders at the AGM are in the best interests of the Company and its shareholders as a whole. Accordingly, the Board recommends the shareholders to vote in favour of the proposed resolutions.

We look forward to seeing you and answering your questions at the AGM.

Yours faithfully,
On behalf of the Board
LIU Liange
Chairman

NOTICE OF ANNUAL GENERAL MEETING



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(Stock Code: 2388)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Company will be held on Monday, 29 June 2020 at 2:00 p.m. (registration will begin at 1:15 p.m.) at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong for the purpose of transacting the following businesses:

1. To receive and consider the audited Financial Statements and the Reports of the Directors and of the Auditor of the Company for the year ended 31 December 2019.
2. To declare a final dividend of HK\$0.992 per share for the year ended 31 December 2019.
3. To re-elect Directors.
4. To re-appoint Messrs Ernst & Young as Auditor of the Company and authorise the Board of Directors or a duly authorised Committee of the Board to determine the remuneration of the Auditor.

To consider and, if thought fit, to pass with or without modification the following ordinary resolutions:

5. **“THAT:**

- (A) subject to paragraph (B) of this Resolution, the exercise by the Board of Directors during the Relevant Period of all the powers of the Company to allot, issue, grant, distribute and otherwise deal with additional Shares and to make, issue or grant offers, agreements, options, warrants and other securities which will or might require Shares to be allotted, issued, granted, distributed or otherwise dealt with during or after the end of the Relevant Period, be and is hereby generally and unconditionally approved;
- (B) the total number of Shares allotted, issued, granted, distributed or otherwise dealt with or agreed conditionally or unconditionally to be allotted, issued, granted, distributed or otherwise dealt with (whether pursuant to an option, conversion or otherwise) by the Board of Directors pursuant to the approval in paragraph (A) of this Resolution, otherwise than pursuant to:
 - (i) a Rights Issue; or
 - (ii) the exercise of rights of subscription or conversion under the terms of any warrant issued by the Company or any securities which are convertible into Shares; or
 - (iii) any scrip dividend or similar arrangement providing for the allotment of Shares in lieu of the whole or part of a dividend on Shares pursuant to the articles of association of the Company from time to time; or
 - (iv) any share option scheme or savings-based share option plans or similar arrangement for the time being adopted by the Company (if applicable) for the grant or issue to eligible participants of such scheme, plan or arrangement of Shares or rights to acquire Shares,

shall not exceed the aggregate of:

- (a) 20% or, in the case of issue of Shares solely for cash and unrelated to any asset acquisition, 5% of the total number of Shares in issue as at the date of passing of this Resolution (subject to adjustment in the case of any subdivision and consolidation of Shares after the passing of this Resolution); and
- (b) (if the Board of Directors is so authorised by a separate resolution of the shareholders of the Company) the total number of Shares in issue bought back by the Company subsequent to the passing of this Resolution (up to a maximum equivalent to 10% of the total number of Shares in issue as at the date of passing of this Resolution (subject to adjustment in the case of any subdivision and consolidation of Shares after the passing of this Resolution)),

and the said approval shall be limited accordingly; and

NOTICE OF ANNUAL GENERAL MEETING

- (C) for the purpose of this Resolution:
- (i) "Relevant Period" means the period from (and including) the date of passing of this Resolution until whichever is the earliest of:
 - (a) the conclusion of the next annual general meeting of the Company;
 - (b) the expiration of the period within which the next annual general meeting of the Company is required by the articles of association of the Company or by any applicable law to be held; and
 - (c) the revocation or variation of the authority given under this Resolution by an ordinary resolution of the shareholders of the Company in general meeting;
 - (ii) "Rights Issue" means an offer of Shares open for a period fixed by the Board of Directors to the holders of Shares whose names appear on the register of members of the Company (and, if appropriate, to the holders of warrants and other securities which carry a right to subscribe or purchase Shares on the relevant register) on a fixed record date in proportion to their holdings of such Shares (and, if appropriate, such warrants and other securities) as at that date (subject to such exclusions or other arrangements as the Board of Directors may deem necessary or expedient in relation to fractional entitlements or having regard to any legal or practical restrictions or obligations under the laws of, or the requirements of any recognised regulatory body or any stock exchange in, any jurisdiction or territory applicable to the Company); and
 - (iii) "Shares" means ordinary shares in the capital of the Company."

6. "THAT:

- (A) subject to paragraph (B) of this Resolution, the exercise by the Board of Directors during the Relevant Period of all the powers of the Company to buy back Shares on The Stock Exchange of Hong Kong Limited or any other stock exchange on which the Shares may be listed and which is recognised by the Securities and Futures Commission of Hong Kong and The Stock Exchange of Hong Kong Limited for this purpose, subject to and in accordance with all applicable laws, including The Codes on Takeovers and Mergers and Share Buy-backs and the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (as amended from time to time), be and is hereby generally and unconditionally approved;
- (B) the total number of Shares in issue which may be bought back or agreed conditionally or unconditionally to be bought back by the Company pursuant to the approval in paragraph (A) of this Resolution shall not exceed 10% of the total number of Shares in issue as at the date of passing of this Resolution (subject to adjustment in the case of any subdivision and consolidation of Shares after the passing of this Resolution), and the said approval shall be limited accordingly; and
- (C) for the purpose of this Resolution:
 - (i) "Relevant Period" means the period from (and including) the date of passing of this Resolution until whichever is the earliest of:
 - (a) the conclusion of the next annual general meeting of the Company;
 - (b) the expiration of the period within which the next annual general meeting of the Company is required by the articles of association of the Company or by any applicable law to be held; and
 - (c) the revocation or variation of the authority given under this Resolution by an ordinary resolution of the shareholders of the Company in general meeting; and
 - (ii) "Shares" means ordinary shares in the capital of the Company."

NOTICE OF ANNUAL GENERAL MEETING

7. “**THAT** conditional on the passing of Resolutions 5 and 6, the general mandate granted to the Board of Directors to exercise the powers of the Company to allot, issue, grant, distribute or otherwise deal with additional Shares in the Company pursuant to Resolution 5 be and is hereby extended by the addition thereto of the total number of Shares bought back by the Company under the general mandate granted pursuant to Resolution 6, provided that such number of Shares shall not exceed 10% of the total number of Shares in issue as at the date of passing of Resolutions 5 and 6 (subject to adjustment in the case of any subdivision and consolidation of Shares after the passing of this Resolution).”

By Order of the Board
LUO Nan
Company Secretary

Hong Kong, 20 April 2020

Registered Office:
53rd Floor
Bank of China Tower
1 Garden Road
Hong Kong

Notes:

1. All resolutions put to shareholders at the annual general meeting will be voted on by poll.
2. Any shareholder entitled to attend and vote at the meeting convened by the above notice is entitled to appoint one or more proxies to attend, speak and vote instead of him/her, provided that each proxy is appointed to represent the respective number of shares held by the shareholder as specified in the relevant proxy form. A proxy need not be a shareholder of the Company, but must attend the meeting in person to represent the shareholder.
3. In order to be valid, the instrument appointing a proxy together with the duly signed power of attorney or other authority, if any, or a notarially certified copy of such documents, should be deposited at the registered office of the Company or sent by way of email to bochk.eproxy@computershare.com.hk, at least 48 hours (excluding any part of a day that is a public holiday) before the time fixed for holding the meeting (i.e. at or before 2:00 p.m. on Friday, 26 June 2020) or any adjournment thereof. Completion and return of a proxy form will not preclude a shareholder from attending and voting in person at the meeting or any adjournment thereof should he/she so wish.
4. Given the ever-evolving Novel Coronavirus (COVID-19) pandemic, in order to facilitate the prevention of spread of COVID-19 and safeguard the health and safety of the shareholders, it is suggested that shareholders consider appointing the chairman of the annual general meeting as his/her proxy to vote at the meeting instead of attending in person.
5. The register of members of the Company will be closed, for the purpose of determining shareholders' entitlement to attend and vote at the meeting, from Monday, 22 June 2020 to Monday, 29 June 2020 (both days inclusive), during which period no transfer of shares will be registered. In order to attend and vote at the meeting, shareholders should ensure that all transfer documents, accompanied by the relevant share certificates, are lodged with the Company's share registrar, Computershare Hong Kong Investor Services Limited, at Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong, not later than 4:30 p.m. on Friday, 19 June 2020.
6. The register of members of the Company will be closed, for the purpose of determining shareholders' entitlement to the proposed final dividend, from Monday, 6 July 2020 to Thursday, 9 July 2020 (both days inclusive), during which period no transfer of shares will be registered. In order to qualify for the proposed final dividend, shareholders should ensure that all transfer documents, accompanied by the relevant share certificates, are lodged with the Company's share registrar, Computershare Hong Kong Investor Services Limited, at Rooms 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong, not later than 4:30 p.m. on Friday, 3 July 2020.
7. In relation to Resolution 3, the biographical details of all the retiring Directors standing for re-election are provided in the section headed "Board of Directors and Senior Management" of the Company's Annual Report 2019 and also in Appendix II to this circular.
8. In relation to Resolution 6, an explanatory statement (as required by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited) is set out in Appendix III to this circular.

NOTICE OF ANNUAL GENERAL MEETING

9. By Resolutions 5 and 7, approval is being sought from shareholders, as a general mandate in compliance with sections 140-141 of the Companies Ordinance and the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, so that in the event it becomes desirable for the Company to issue any new Shares, the Board of Directors is given the flexibility and discretion to allot and issue new Shares up to 20% or 5% (as the case may be) of the total number of Shares in issue as at the date of passing of the relevant Resolutions of the Company (subject to adjustment in the case of any subdivision and consolidation of Shares after the passing of the relevant Resolutions), together with such number of Shares as may be bought back by the Company pursuant to the general mandate under Resolution 6, as more particularly described in Resolutions 5, 6 and 7.
10. In case of joint shareholding, the vote of the senior joint shareholder who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the vote(s) of the other joint shareholder(s) and for this purpose seniority shall be determined by the order in which the names stand in the register of members of the Company in respect of the joint shareholding. Accordingly, investors who wish to have joint shareholding in the Company should bear in mind the above provision when they decide the way in which their names being provided for share registration.
11. The Company has arranged for a live webcast of the annual general meeting to be accessible at www.bochk.com/en/aboutus/ir/meetings.html. Shareholders who are unable to attend in person are encouraged to view the proceedings of the meeting online, although the webcast platform does not support online voting.
12. Due to the ever-evolving COVID-19 pandemic situation in Hong Kong, the Company may be required to change the meeting arrangements at short notice. Shareholders are advised to check the Company's website for further announcements and updates on the meeting arrangements that may be issued.

PRECAUTIONARY MEASURES FOR THE ANNUAL GENERAL MEETING

Given the ever-evolving Novel Coronavirus (COVID-19) pandemic and the importance of safeguarding the health of the shareholders, employees and other stakeholders, the Company might, in view of the latest developments (including relevant regulatory restrictions as imposed by the HKSAR Government), implement the following precautionary measures at the 2020 AGM to reduce the chance of infection and exposure for the attendees. Relevant measures include but are not limited to:

1. Body temperature checks will be conducted for each of the shareholders, proxies and other attendees at the entrance of the meeting venue. Any person with a body temperature of over 37.3 degrees Celsius will be denied entry into the meeting venue.
2. Each attendee may be asked whether he/she travelled or has close contact with any person who travelled outside of Hong Kong within the 14-day period immediately before the AGM. Any person who responds positively to the question might be denied entry into the meeting venue, depending on the latest pandemic developments.
3. Each attendee may be asked whether he/she is subject to or has close contact with any person who is subject to any compulsory quarantine by the HKSAR Government. Any person who responds positively to the question will be denied entry into the meeting venue.
4. Each attendee is required to wear a surgical face mask inside the meeting venue throughout the entire meeting and to maintain a safe distance between seats. Please note that no masks will be provided at the meeting venue and attendees should bring and wear their own masks.
5. The seating distance inside the meeting venue will be widened so as to reduce interaction among attendees. As a result, only a limited number of seats will be provided.
6. There will be no distribution of corporate gift and refreshment for attendees. The Company will enhance the arrangement by making charitable donations to COVID-19 prevention work in order to give back to society and help those in need.

Attendees are requested to observe and practise good personal hygiene at all times at the meeting venue. The Company reserves the right to deny entry into the meeting venue or require any person to leave the meeting venue so as to ensure the health and safety of the attendees at the AGM.

While the Company is conscious of the pressing need to protect shareholders from possible exposure to the COVID-19 pandemic, it also fully acknowledges the importance of shareholders' exercise of their rights to vote. **Accordingly, the Company suggests that shareholders complete and return the enclosed proxy form to appoint the chairman of the meeting as his/her proxy to vote on the relevant resolutions at the meeting instead of attending in person.** Shareholders can also view the proceedings of the meeting online through www.bochk.com/en/aboutus/ir/meetings.html.

Due to the ever-evolving COVID-19 pandemic situation in Hong Kong, the Company may be required to change the AGM arrangements at short notice. Shareholders are advised to check the Company's website for further announcements and updates on the AGM arrangements that may be issued.

If shareholders have any questions relating to the above arrangements, please contact the Company or its share registrar:

BOC Hong Kong (Holdings) Limited
53rd Floor, Bank of China Tower
1 Garden Road, Hong Kong
Email: investor_relations@bochk.com
Tel: (852) 2846 2700
Fax: (852) 2810 5830

Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre
183 Queen's Road East, Wan Chai, Hong Kong
Email: hkinfo@computershare.com.hk
Tel: (852) 2862 8555
Fax: (852) 2865 0990

APPENDIX I BUSINESS OF ANNUAL GENERAL MEETING

1. Audited financial statements for the year ended 31 December 2019

The results of the Group for the year ended 31 December 2019 are set out in the Company's Annual Report 2019, which is available in English and Chinese and may be downloaded from the Company's website at www.bochk.com and the Stock Exchange's website at www.hkexnews.hk. You may also obtain a copy of the Annual Report (in English or Chinese or both) free of charge from the Company's share registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by sending your request via email to bochk.ecom@computershare.com.hk.

If you have any queries about the collection of the Annual Report or the access to those corporate communications on the Company's website, please call the Company's hotline at (852) 2846 2700.

2. Declaration of 2019 final dividend

The Board has recommended a final dividend of HK\$0.992 per Share subject to approval of shareholders at the AGM. If approved, the final dividend will be paid on Thursday, 16 July 2020 to shareholders whose names appear on the register of members of the Company on Thursday, 9 July 2020. Together with the interim dividend of HK\$0.545 per Share declared in August 2019, the total dividend payout for 2019 would be HK\$1.537 per Share.

3. Re-election of retiring Directors

(i) Retirement and re-election of Directors pursuant to the Articles

In accordance with Article 102 of the Articles, any Director who was newly appointed by the Board to fill a causal vacancy or as an addition to the Board shall hold office only until the next following general meeting or the next following annual general meeting of the Company, and shall then be eligible for re-election at such meeting. Accordingly, the terms of office of Mr WANG Jiang and Mr SUN Yu, being Directors so appointed on 20 March 2020, shall expire at the AGM and, being eligible, offer themselves for re-election.

In accordance with Article 98 of the Articles and pursuant to Code Provision A.4.2 of the Corporate Governance Code contained in Appendix 14 of the Listing Rules, Mr GAO Yingxin, Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok will retire by rotation at the AGM and, being eligible, offer themselves for re-election.

Separate resolutions will be proposed at the AGM for the re-election of each of the aforesaid retiring Directors who will offer themselves for re-election.

All of the retiring Directors are appointed for a term of approximately 3 years subject to rotation in accordance with the Articles and pursuant to the relevant requirements of the Listing Rules. The aforesaid 3-year term will commence from the date of the AGM at which their respective original terms expire until the date of the third annual general meeting thereafter. Formal letters of appointment of Non-executive Directors are in place to set out the key terms and conditions in relation to their respective appointments. Mr GAO Yingxin, being an Executive Director of the Company, is appointed pursuant to a service agreement entered into with the Company. Save for Mr GAO Yingxin, none of the retiring Directors has any service contracts with the Company.

(ii) Emoluments of retiring Directors

As a Director of the Company, each of them is entitled to receive a Director's fee of HK\$400,000 per annum together with additional fees for any service rendered for the Committee(s). Such fees are HK\$100,000 per annum for serving as a Committee chairman and HK\$50,000 per annum for serving as a Committee member. The present scale of Director's fees was determined with reference to the duties and responsibilities with the Company and prevailing market conditions, and was approved by the shareholders at previous general meetings of the Company. The emolument of Mr GAO Yingxin as Executive Director and Chief Executive of the Company was determined by the Nomination and Remuneration Committee with reference to his duties and responsibilities in the Group, the performance of the Company and himself, and prevailing market conditions. The monthly basic salary of Mr GAO Yingxin is HK\$561,090, with discretionary bonus and other benefits. Non-executive Directors (excluding Independent Non-executive Directors) and Executive Directors have not received their Directors' fees for the year 2019. Details of emoluments of the retiring Directors are disclosed in Note 21 to the Financial Statements of the Company's Annual Report 2019.

(iii) Relationship with any Director, senior management or substantial or controlling shareholders of the Company

Mr WANG Jiang is currently Executive Director of BOC and Mr SUN Yu is currently Executive Vice President of BOC. Mr GAO Yingxin is currently a director of BOC Life, a company in which BOC holds an equity interest of 49% through a wholly-owned subsidiary of BOC. BOC is the controlling shareholder of the Company (as defined in the Listing Rules). Save as disclosed above and in the biographical details of the retiring Directors set out in Appendix II to this circular, none of the retiring Directors has any relationship with any Directors, senior management or substantial or controlling shareholders of the Company.

APPENDIX I BUSINESS OF ANNUAL GENERAL MEETING

(iv) Position held with the Company or its subsidiaries

All of the retiring Directors are also directors of BOCHK, the principal operating subsidiary of the Company. In addition, Mr GAO Yingxin is also a director of certain subsidiaries of the Group. Save as disclosed above and in the biographical details of the retiring Directors set out in Appendix II to this circular, none of the retiring Directors holds any position with the Company or any of its subsidiaries.

(v) Interests in shares, underlying shares and debentures

As at the Latest Practicable Date, (i) Mr TUNG Savio Wai-Hok had personal interests in 40,000 Shares (representing approximately 0.0004% of the total issued Shares) through his holding of 2,000 American Depositary Shares (“ADS”) of the Company, with each ADS representing 20 Shares; (ii) Mr GAO Yingxin had personal interests in 1,100 H shares of BOC (representing approximately 0.000001% of the total issued H shares of BOC); and (iii) Mr SUN Yu had personal interests in 10,000 H shares of BOC (representing approximately 0.00001% of the total issued H shares of BOC), which were recorded in the register required to be kept by the Company pursuant to section 352 of the SFO or as otherwise notified to the Company and the Stock Exchange pursuant to the Model Code for Securities Transactions by Directors of Listed Issuers as set out in Appendix 10 of the Listing Rules (the “Model Code”). Further details of such interests in shares of the Company and BOC are set out in the Report of the Directors of the Company’s Annual Report 2019.

Save as disclosed above, none of the retiring Directors has any interests in the shares, underlying shares and debentures of the Company or any of its associated corporations within the meaning of Part XV of the SFO as recorded in the register required to be kept by the Company pursuant to section 352 of the SFO or as otherwise notified to the Company and the Stock Exchange pursuant to the Model Code.

(vi) Explanatory statement provided under Code Provision A.5.5 of Appendix 14 of the Listing Rules

According to the “Procedures for the Nomination and Appointment of Independent Non-executive Directors” and “Mandate of the Nomination and Remuneration Committee” adopted by the Company, the Nomination and Remuneration Committee will undertake the selection and nomination of Independent Non-executive Director candidates, the re-appointment of any Non-executive Directors on the completion of their specified terms, and make relevant recommendations to the Board.

Furthermore, when changes to the members or composition of the Board or the Committees are required or when casual vacancies arise, the Nomination and Remuneration Committee shall adhere to the principles stated in the “Board Diversity Policy” adopted by the Company and take into account the existing composition of the Board and the Committees, as well as the business requirements of the Group, and nominate potential candidates by reference to their capacity and the selection criteria to the Board for approval.

Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok, the retiring Independent Non-executive Directors, who were appointed by the Board in 2006 and 2005 respectively, have been serving the Board for more than 9 years. They have met the independence criteria stated in the “Policy on Independence of Directors” adopted by the Company, which sets out more stringent independence criteria than those contained in the Listing Rules. Moreover, Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok have given the annual confirmation of independence respectively to the Company. With due consideration of the above factors, the Board believes that Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok are independent.

In view of the diversified knowledge, experience and skills of each of Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok in business strategy, banking operation, risk management, asset management, accounting and finance, corporate governance and compliance, the Board believes that their expertise will enable them to fulfill their roles as independent non-executive directors effectively, provide useful and constructive opinion and make contribution to the Board and the development of the Company.

Based on the diversified background of Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok, including but not limited to gender, cultural and educational background, ethnicity, professional experience, skills and knowledge, it is believed that Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok can contribute to diversity of the Board.

APPENDIX I BUSINESS OF ANNUAL GENERAL MEETING

Having considered the above aspects and in view of the contribution that Mr KOH Beng Seng and Mr TUNG Savio Wai-Hok have made and will make to the Board, their re-election will be in the best interests of the Company and its shareholders as a whole.

(vii) Other information

Information on the biographical details of the retiring Directors standing for re-election and their respective attendance records at Board and Committee meetings (if any) are set out in Appendix II to this circular.

Save as disclosed above, there are no other matters concerning the retiring Directors that need to be brought to the attention of the shareholders of the Company nor any information to be disclosed pursuant to the requirements of Rule 13.51(2) of the Listing Rules.

4. Re-appointment of auditor

Pursuant to the “Policy on External Auditor Management” adopted by the Board, the Audit Committee reviewed and monitored and was satisfied with the independence and professionalism of Messrs Ernst & Young (“Ernst & Young”), the Group’s external auditor, based on the principles and standards set out in the said policy that were in line with international best practices. Upon the recommendation of the Audit Committee, the Board proposed that Ernst & Young be re-appointed as auditor of the Group at the AGM. Subject to authorisation by the shareholders, the Board will authorise the Audit Committee to determine the remuneration of Ernst & Young.

For 2019, the fee paid or payable by the Group to Ernst & Young was HK\$41 million (2018: HK\$51 million), of which HK\$28 million (2018: HK\$28 million) related to audit services and HK\$13 million (2018: HK\$23 million) related to other services (mainly including tax-related and advisory services).

The Audit Committee was satisfied that the non-audit services in 2019 did not affect the independence of Ernst & Young.

5. General mandates to issue and buy back Shares

The Board is aware of the investors’ concerns regarding the potential dilution of the shareholders’ value arising from the exercise of power pursuant to the grant of a general mandate to issue Shares. In 2019, the Board had voluntarily restricted the general mandate to issue Shares to 5% (as opposed to 20% permitted under the Listing Rules) of the issued shares of the Company for approval by shareholders at the 2019 annual general meeting if the Shares are issued solely for cash and unrelated to any asset acquisition, otherwise the mandate to issue Shares will remain at 20%.

At the annual general meeting of the Company held on 16 May 2019, the Board was granted general mandates (i) to allot, issue and otherwise deal with Shares up to 20%, or in the case of issue of Shares solely for cash and unrelated to any asset acquisition, 5% of the issued shares of the Company as at the date thereof, plus the aggregate number of Shares bought back by the Company; and (ii) to buy back Shares on the Stock Exchange up to 10% of the issued shares of the Company as at the date thereof. Under the Companies Ordinance and the Listing Rules, these general mandates will lapse at the conclusion of the AGM, unless renewed at that meeting.

Taking into consideration of the above, on the basis of full commitment of the Company to adopt a high standard of corporate governance and following the Companies Ordinance, the Board proposes, as in the previous year, to restrict the general mandate to allot and issue Shares up to 5% (as opposed to 20% permitted under the Listing Rules) of the total number of Shares in issue as at the date of passing of the relevant resolution (subject to adjustment in the case of any subdivision and consolidation of shares after the passing of the relevant resolution) in the capital of the Company if the Shares are issued solely for cash and unrelated to any asset acquisition, otherwise the mandate to issue Shares will remain at 20%. As further safeguard of shareholders’ rights, the Board has adopted the following internal policies for the exercise of such power in the case of an issue of Shares solely for cash:

- (a) The Board will not exercise the mandate at a discount that will result in significant dilution of shareholders’ value; and
- (b) The Board will have regard to factors such as the Group’s capital adequacy ratio and in particular, its Tier 1 capital, cost and benefit of raising Tier 2 capital, need for cash for the Group’s business development, the principle that shareholders should be treated equally, pro-rata rights of shareholders and the alternative of doing a rights issue.

APPENDIX I BUSINESS OF ANNUAL GENERAL MEETING

The exercise of the Share Buy-back Mandate, on the other hand, will generally lead to an enhancement in shareholders' value in terms of, among others, net assets or earnings per share and return on equity. Accordingly, the Board proposes to maintain the Share Buy-back Mandate at 10% of the Company's issued shares as at the date of shareholders' approval at the AGM. Again, for good corporate governance, the Board has adopted the following internal policies for the exercise of such power:

- (a) The Board will exercise the power upon the occurrence of the triggering events, namely:
- Market price of the Shares is lower than the fair value of the Shares.
 - The Group has surplus funds which are in excess of its short to mid-term development requirements.
 - The Board considers it proper and appropriate to exercise the power for enhancing the return on equity or net assets or earnings per share of the Company.
- (b) In general, such buy-backs will be made on the Stock Exchange. However, if it is expected that the size of the buy-backs may lead to a disorderly market for the Shares, then the Board will consider making the buy-backs through a general offer, i.e. in proportion to the shareholding of all existing shareholders.
- (c) The buy-back price should not be higher than the fair value of the Shares.

As at the Latest Practicable Date, the total number of Shares in issue was 10,572,780,266 Shares. Subject to the passing of the relevant ordinary resolutions and on the basis that no further Shares would be issued or bought back prior to the AGM, exercise in full of the 20% and 5% general mandate to issue Shares would result in the issue of 2,114,556,053 and 528,639,013 new Shares respectively and the exercise in full of the Share Buy-back Mandate would result in the buy-back of 1,057,278,026 Shares.

The full text of the resolutions to renew the general mandate to allot and issue Shares and the Share Buy-back Mandate is set out in the notice of the AGM contained in this circular. The explanatory statement required by the Listing Rules to be sent to shareholders in connection with the Share Buy-back Mandate is set out in Appendix III to this circular.

APPENDIX II BIOGRAPHICAL DETAILS OF THE RETIRING DIRECTORS STANDING FOR RE-ELECTION

To enable shareholders to make an informed decision on the re-election of the retiring Directors who offer themselves for re-election at the AGM, we set out below the biographical details and attendance records at Board and Committee meetings (if any) in 2019 of such retiring Directors standing for re-election for shareholders' information.

1. Mr WANG Jiang

Aged 56

Board appointments: Mr WANG was appointed as Vice Chairman and Non-executive Director of the Company and BOCHK in March 2020. He is a member of each of the Nomination and Remuneration Committee and the Strategy and Budget Committee.

Positions and experience: Mr WANG has been Vice Chairman and Executive Director of BOC since January 2020 and President of BOC since December 2019. He is also Director of BOC (BVI) and BOCHKG. Prior to joining BOC in 2019, he served as vice-governor of Jiangsu Province from July 2017 to November 2019. Mr WANG served as Executive Vice President of Bank of Communications Co., Ltd from August 2015 to July 2017. Mr WANG worked in China Construction Bank Corporation ("CCB") for many years, and successively served as Deputy General Manager of Shandong Branch of CCB, General Manager of Hubei Branch of CCB, and General Manager of Shanghai Branch of CCB.

Qualifications: Mr WANG graduated from Shandong Economics College in 1984, and obtained his Doctoral Degree in Economics from Xiamen University in 1999. He holds the title of Researcher.

Attendance at Board and Committee meetings: Mr WANG was appointed as Vice Chairman and Non-executive Director with effect from 20 March 2020. Attendance record for Board and Committee meetings held in 2019 is not applicable.

2. Mr GAO Yingxin

Aged 57

Board appointments: Mr GAO is Vice Chairman, Chief Executive, and a member of each of the Strategy and Budget Committee and the Sustainability Committee of the Company and BOCHK. He was Executive Director of the Company and BOCHK from May 2007 to March 2015, as well as Non-executive Director and a member of the Risk Committee of the Company and BOCHK from March 2015 to December 2017. He has been re-designated as Executive Director of the Company and BOCHK since January 2018.

Positions and experience: Mr GAO joined BOC in 1986. He was Executive Vice President of BOC from May 2015 to January 2018, Executive Director of BOC from December 2016 to January 2018. He has held a number of positions in various domestic and overseas institutions of BOC Group, including General Manager of Corporate Banking at BOC Head Office, and President and Chief Operating Officer of BOCI, among others. Mr GAO was Deputy Chief Executive (Corporate Banking) of the Company and BOCHK from February 2005 to March 2015. He also holds other roles with BOCHK Group currently, including Chairman of BOC Life and Chairman of BOCHK Charitable Foundation. Mr GAO holds a number of public offices. He serves as Chairman of the Hong Kong Association of Banks, the Hong Kong Chinese Enterprises Association and the Chinese Banking Association of Hong Kong, and sits on the Exchange Fund Advisory Committee, the Banking Advisory Committee, Human Resources Planning Commission of the HKSAR, and the Hong Kong Trade Development Council. He is also Chief Supervisor of Asian Financial Cooperation Association, Director of Hong Kong Interbank Clearing Limited, as well as Vice President of The Hong Kong Institute of Bankers, etc.

Qualifications: Mr GAO graduated from the East China University of Science and Technology with a Master's Degree in Engineering in 1986.

Attendance at Board and Committee meetings: Mr GAO attended all 5 Board meetings and all 4 Strategy and Budget Committee meetings held in 2019 which he was entitled to attend. The Sustainability Committee was established on 23 December 2019, and no meeting was held from the date of establishment to the year-end date.

3. Mr SUN Yu

Aged 47

Board appointments: Mr SUN was appointed as Non-executive Director of the Company and BOCHK in March 2020. He is a member of the Risk Committee.

Positions and experience: Mr SUN has been Executive Vice President of BOC since February 2019. Mr SUN joined BOC in 1998. He served as Chief Overseas Business Officer from September 2018 to February 2019. From March 2015 to November 2018, Mr SUN served as General Manager of London Branch of BOC, CEO of Bank of China (UK) Limited, and also served as General Manager of London Trading Center of BOC from December 2015 to November 2018. Mr SUN previously served as Director of Global Financial Markets Department, Director of Financial Markets Unit (Client Business), Director of Financial Markets Unit (Securities Investments) and Deputy General Manager of the Shanghai Branch of BOC. He served as General Manager of Global Markets Department of BOCHK from July 2012 to December 2014. Mr SUN has concurrently served as Director of Bank of China (UK) Limited since March 2015, Chairman of the Board of Directors of Bank of China (UK) Limited since December 2018, Chairman of the Board of Directors of BOC Aviation Limited (listed in Hong Kong) since February 2019, President of Shanghai RMB Trading Unit of BOC since November 2019 and General Manager of Beijing Branch of BOC since December 2019.

Qualifications: Mr SUN graduated from Nankai University with a Master's Degree in Economics in 1998.

Attendance at Board and Committee meetings: Mr SUN was appointed as Non-executive Director with effect from 20 March 2020. Attendance record for Board and Committee meetings held in 2019 is not applicable.

4. Mr KOH Beng Seng

Aged 69

Board appointments: Mr KOH was appointed as Independent Non-executive Director of the Company and BOCHK in March 2006. He is Chairman of the Risk Committee and a member of each of the Audit Committee, the Nomination and Remuneration Committee and the Sustainability Committee.

Positions and experience: Mr KOH is currently Chief Executive Officer of Octagon Advisors Pte Ltd, a business and management consulting company based in Singapore. He is also Non-executive Chairman of Great Eastern Holdings Limited and Non-executive Director of Oversea-Chinese Banking Corporation Limited, both listed in Singapore. Mr KOH was formerly Director of Sing Han International Financial Services Limited and Hon Sui Sen Endowment CLG Limited. He was also Independent Non-executive Director of Singapore Technologies Engineering Ltd and United Engineers Limited, companies listed in Singapore. Mr KOH was Deputy President of United Overseas Bank ("UOB") and a member of UOB's Executive Committee from 2000 to 2004. During this period, he was in charge of UOB's operations, delivery channels, information technology, corporate services, risk management and compliance functions. Prior to that, Mr KOH has spent over 24 years at the Monetary Authority of Singapore where he made significant contributions to the development and supervision of the Singapore financial sector in his capacity as Deputy Managing Director, Banking & Financial Institutions Group. He has also served as Director of Chartered Semiconductor Manufacturing and as part-time adviser to the International Monetary Fund.

Qualifications: Mr KOH holds a Bachelor's Degree in Commerce from Nanyang University in Singapore and a Master's Degree in Business Administration from Columbia University in the United States.

Attendance at Board and Committee meetings: Mr KOH attended all 5 Board meetings, all 5 Audit Committee meetings, all 2 Nomination and Remuneration Committee meetings and all 4 Risk Committee meetings held in 2019 which he was entitled to attend. The Sustainability Committee was established on 23 December 2019, and no meeting was held from the date of establishment to the year-end date.

5. Mr TUNG Savio Wai-Hok

Aged 68

Board appointments: Mr TUNG was appointed as Independent Non-executive Director of the Company and BOCHK in December 2005. He is Chairman of the Audit Committee and a member of each of the Nomination and Remuneration Committee, the Risk Committee, the Strategy and Budget Committee and the Sustainability Committee.

Positions and experience: Mr TUNG is currently Chairman of Investcorp Technology Partners and Senior Advisor of Investcorp. He previously served as Chief Investment Officer of Investcorp, and is one of the founding partners of Investcorp. Mr TUNG was appointed Director and a member of the Compensation Committee of Tech Data Corporation, a company listed on NASDAQ. Before joining Investcorp in 1984, he worked for Chase Manhattan Bank for about 11 years, holding various positions in its front, middle and back offices and served in its offices in New York, Bahrain, Abu Dhabi and London. Mr TUNG has served on the boards of many of Investcorp portfolio companies, including Club Car, Circle K, Saks Fifth Avenue, Simmons Mattresses, Star Market, and Stratus Computer. He is also a board member and treasurer of the Aaron Diamond AIDS Research Center, an affiliate of Rockefeller University. Mr TUNG is a trustee emeritus and a member of the Columbia University Medical Center Board of Visitors.

Qualifications: Mr TUNG holds a BSc in Chemical Engineering from Columbia University of New York.

Attendance at Board and Committee meetings: Mr TUNG attended all 5 Board meetings, all 5 Audit Committee meetings, all 2 Nomination and Remuneration Committee meetings, all 4 Risk Committee meetings and all 4 Strategy and Budget Committee meetings held in 2019 which he was entitled to attend. The Sustainability Committee was established on 23 December 2019, and no meeting was held from the date of establishment to the year-end date.

APPENDIX III EXPLANATORY STATEMENT FOR SHARE BUY-BACK MANDATE

This Appendix serves as an explanatory statement, as required by the Listing Rules, to provide requisite information to shareholders for their consideration of the Share Buy-back Mandate which permits the buy-back of Shares up to a maximum of 10% of the total number of shares of the Company in issue as at the date of passing of the Share Buy-back Resolution. The Listing Rules provide that all buy-backs of shares on the Stock Exchange by a company with its primary listing on the Stock Exchange must be approved in advance by an ordinary resolution, either by way of a specific approval in relation to specific transactions or by a general mandate to the board of directors of the company to make such buy-backs.

This Appendix also constitutes a memorandum of the terms of the Share Buy-back Mandate as required under sections 238-239 of the Companies Ordinance.

1. SHARES ISSUED

As at the Latest Practicable Date, the total number of Shares in issue was 10,572,780,266 Shares.

Subject to the passing of the Share Buy-back Resolution and on the basis that no further Shares would be issued prior to the AGM, the Company would be allowed under the Share Buy-back Resolution to buy back a maximum of 1,057,278,026 Shares based on the total number of shares of the Company in issue as at the Latest Practicable Date (subject to adjustment in the case of any subdivision and consolidation of Shares after the passing of the Share Buy-back Resolution).

2. REASONS FOR SHARE BUY-BACK

The Board of Directors believes that the Share Buy-back Mandate is in the interests of the Company and its shareholders as a whole. Such buy-back may, depending on market conditions and funding arrangements at the time, lead to an enhancement of the net assets and/or earnings per share of the Company and will only be made when the Board of Directors believes that such a buy-back will benefit the Company and its shareholders as a whole.

3. FUNDING OF BUY-BACKS

In the buy-back of Shares, the Company may only apply funds legally available for such purpose in accordance with its Articles and the Companies Ordinance. The Companies Ordinance provides that the amount paid in connection with a buy-back may only be made from the distributable profits of the Company and/or the proceeds of a new issue of Shares made for the purpose of the buy-back to the extent permissible under the Companies Ordinance.

If the Share Buy-back Mandate is to be carried out in full at any time during the proposed buy-back period, the Board of Directors will ensure that there will not be any material adverse impact on the working capital or gearing position of the Company as compared with the position disclosed in the audited accounts of the Company for the year ended 31 December 2019.

4. SHARE PRICE

The highest and lowest prices at which the Shares have been traded on the Stock Exchange during each of the previous 12 months before the Latest Practicable Date and up to the Latest Practicable Date were as follows:

	Share Price (HK\$)	
	Highest	Lowest
2019		
April	35.75	33.90
May	35.90	29.95
June	31.55	29.50
July	31.65	30.00
August	30.20	25.30
September	28.85	25.55
October	27.60	25.05
November	28.50	26.25
December	27.75	26.00
2020		
January	28.90	25.80
February	28.15	25.45
March	27.05	20.30
April (up to the Latest Practicable Date)	24.85	21.20

5. UNDERTAKING

The Board of Directors has undertaken to the Stock Exchange that, so far as the same may be applicable, it will exercise the powers of the Company to make buy-backs pursuant to the Share Buy-back Mandate and in accordance with the Listing Rules, the applicable laws of Hong Kong and the regulations set out in the Articles.

None of the Directors and, to the best of their knowledge having made all reasonable enquiries, their close associates (as defined in the Listing Rules), has any present intention to sell any Shares to the Company if the Share Buy-back Mandate is granted by the shareholders.

No core connected persons (as defined in the Listing Rules) have notified the Company that they have a present intention to sell Shares to the Company, or have undertaken not to sell any Shares to the Company in the event that the Share Buy-back Mandate is granted by the shareholders.

6. EFFECT OF THE CODES ON TAKEOVERS AND MERGERS AND SHARE BUY-BACKS

The Board of Directors is not aware of any consequences which the exercise in full of the Share Buy-back Mandate would have under The Codes on Takeovers and Mergers and Share Buy-backs. Based on the register maintained by the Company pursuant to section 336 of the SFO, as at the Latest Practicable Date, Central Huijin beneficially owned Shares representing approximately 66.06% of the total number of issued shares of the Company. If the Board were to exercise the Share Buy-back Mandate in full, Central Huijin's percentage shareholding in the Company would be increased to approximately 73.40%. Such an increase would not give rise to an obligation to make a mandatory offer under Rule 26 of The Codes on Takeovers and Mergers and Share Buy-backs.

The Board of Directors shall ensure that no buy-back of Shares would result in the aggregate number of Shares held by public shareholders falling below the minimum percentage specified by the Stock Exchange in respect of the Company.

7. BUY-BACKS MADE BY THE COMPANY

The Company has not bought back any Shares (whether on the Stock Exchange or otherwise) in the 6 months preceding the date of this circular.

Q : WHY THERE IS NO DISTRIBUTION OF CORPORATE GIFT FOR SHAREHOLDERS WHO ATTEND THIS YEAR'S AGM?

A : The Company is committed to undertaking corporate social responsibility and will enhance the arrangement by making charitable donations to COVID-19 prevention work as an alternative to distribution of corporate gifts to shareholders who attend the AGM in order to give back to society and help those in need.

Q : AM I ENTITLED TO VOTE?

A : You are entitled to vote if you are a holder of Shares as of the record date on Monday, 29 June 2020.

Q : HOW CAN I VOTE?

A : How you vote depends on whether you are a registered or non-registered shareholder. You are a registered shareholder if you have a share certificate registered in your name. You are a non-registered shareholder if your Shares are registered in the name of an intermediary (for example, a bank, a trustee or a securities broker). Please refer to the following Q&As on how to exercise your right to vote in either case.

Q : HOW CAN I VOTE IF I AM A REGISTERED SHAREHOLDER?

A : As a registered shareholder, you may vote in one of the following ways:

- (a) Attend the meeting

You are entitled to attend the AGM and cast your vote in person. In the case of corporate shareholder, the corporation must have submitted a properly executed proxy form or letter of appointment of corporate representative.

OR

- (b) By proxy

If you do not plan to attend the AGM, you may cast your vote by proxy in either one of the following ways:

- You may authorise the Chairman of the AGM to vote your Shares. You may convey your voting instructions by completing the enclosed proxy form in full, sign and return it to the registered office of the Company or the Company's share registrar via email; OR
- You may appoint some other person to attend the AGM and vote in respect of your Shares on your behalf. Your proxy need not be a shareholder of the Company but he/she must attend the AGM in person. If you choose this option, you should print your appointee's name in the blank space on the enclosed proxy form, and complete and return the proxy form by following the detailed instructions stated therein.

To ensure that your vote is properly recorded, your proxy form must be deposited at the registered office of the Company or sent to the Company's share registrar via email to bochk.eproxy@computershare.com.hk no later than 2:00 p.m. on Friday, 26 June 2020.

Q : HOW CAN I VOTE IF I AM A NON-REGISTERED SHAREHOLDER?

A : If you are a non-registered shareholder and your Shares are held by an intermediary (for example, a bank, a trustee or a securities broker), you will not receive a proxy form. You should contact the intermediary if you wish to vote.

Q : HOW WILL MY SHARES BE VOTED IF I RETURN A PROXY FORM?

A : By properly completing and returning a proxy form, you are authorising the person named in the proxy form to attend the AGM and to vote in respect of your Shares. Your proxy must vote in accordance with your voting instructions as specified in the proxy form. If you do not specify your voting instructions in the proxy form, your proxy will exercise his/her discretion to vote at the AGM.

Q : CAN I REVOKE A PROXY?

A : If you are a registered shareholder and have returned a proxy form, you may revoke it by completing and signing a proxy form bearing a later date, and delivering it to the registered office of the Company or sending it to the Company's share registrar via email to bochk.eproxy@computershare.com.hk. However, in order to be valid, this latter proxy form must be deposited at the registered office of the Company or sent to the Company's share registrar via email no later than 2:00 p.m. on Friday, 26 June 2020.

If you are a non-registered shareholder, you may revoke a proxy or voting instructions previously given to an intermediary by written notice to the intermediary, provided that the revocation is received before the deadline prescribed by the intermediary for such purpose.

Q : CAN I ATTEND AND VOTE AT THE AGM IF I HAVE RETURNED A PROXY FORM?

A : Even if you have completed and returned a proxy form, you can still attend and vote in person at the AGM if you so wish. In such event, the proxy form shall be deemed to be revoked.

Q : HOW CAN I VIEW THE LIVE WEBCAST OF THE AGM?

A : The live webcast of the AGM is accessible at www.bochk.com/en/aboutus/ir/meetings.html. You can view the live webcast by using your smartphone, tablet device or computer and can select the language (Mandarin or English) of the webcast. In order to view the live webcast, you will need a reliable internet connection to support video streaming. If your internet connection is not fast enough to keep pace with the proceedings, parts of the live webcast may be skipped.

Q : CAN I VOTE ONLINE IF I CHOOSE TO VIEW THE LIVE WEBCAST OF THE AGM?

A : The webcast platform does not support online voting. If you are a registered shareholder and wish to exercise your right to vote, you are encouraged to complete and return the enclosed proxy form. If you are a non-registered shareholder, you should contact the intermediary if you wish to vote.

Q : HOW ARE VOTES TAKEN AT THE AGM?

A : All resolutions put to the shareholders at the AGM will be voted on by poll.

Q : HOW CAN I KNOW THE RESULTS OF THE POLL?

A : The results of the poll will be posted on the Company's website at www.bochk.com and the Stock Exchange's website at www.hkexnews.hk as soon as practicable following conclusion of the AGM.

Q : HOW CAN I PROPOSE A RESOLUTION AT THE AGM?

A : The following shareholders are entitled to request the Company to give notice of a resolution that may properly be moved at the AGM:

- (a) shareholders representing at least 2.5% of the total voting rights of all the shareholders who have a relevant right to vote; or
- (b) at least 50 shareholders who have a relevant right to vote.

The request identifying the proposed resolution, duly signed by the shareholders concerned, must be deposited at the registered office of the Company (53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong) not less than six weeks before the AGM, or if later, the time at which notice is given of that meeting. The Company would take appropriate actions and make necessary arrangements in accordance with the requirements under sections 615-616 of the Companies Ordinance once valid documents are received.

Q : HOW CAN I CONVENE AN EXTRAORDINARY GENERAL MEETING?

A : You (or together with other shareholder(s)) holding not less than 5% of the total voting rights of all the shareholders having a right to vote at general meetings may request the Board of Directors to convene an extraordinary general meeting. The request, duly signed by you (and/or the shareholder(s) concerned), must clearly state the general nature of the business to be dealt with at the meeting and may include the text of the proposed resolution. Such request must be deposited at the registered office of the Company, 53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong. The Company would take appropriate actions and make necessary arrangements in accordance with the requirements under sections 566-568 of the Companies Ordinance once a valid request is received.

Q : HOW CAN I PROPOSE A PERSON FOR ELECTION AS A DIRECTOR?

A : If you wish to propose a person other than a retiring Director for election as a Director at the AGM, you should lodge at the registered office of the Company (53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong), (a) a notice signed by you (other than the proposed person) duly qualified to attend and vote at the AGM of your intention to propose such person for election; (b) a notice signed by the proposed person indicating his/her willingness to be elected; and (c) a sum reasonably sufficient to meet the Company's expenses in giving effect thereto.

The period during which the aforesaid notices may be given will be at least seven days. Such period will commence on the day after the despatch of the notice of the AGM for which such notices are given and end no later than seven days prior to the date of such meeting. The Company would take appropriate actions and make necessary arrangements in accordance with the requirements under Article 99 of the Articles once valid notices and the aforesaid sum are received.

Q : WHAT IF THERE IS A TYPHOON OR BLACK RAINSTORM WARNING AT AGM DATE?

A : If typhoon signal no. 8 (or above) remains hoisted or a black rainstorm warning signal is in force at 12:00 noon on the date of the meeting, the meeting will be postponed or adjourned and the shareholders will be informed of the date, time and venue of the rescheduled meeting by a supplementary notice, posted on the Company's website at www.bochk.com and the website of the Stock Exchange at www.hkexnews.hk. Shareholders may call the Company's enquiry hotline at (852) 2846 2700 on the rescheduled meeting arrangement.

If typhoon signal no. 8 or above or a black rainstorm warning signal is cancelled before 12:00 noon on the date of the meeting, and where conditions permit, the 2020 AGM will be held as scheduled.

Q : WHAT IF I HAVE A QUESTION?

A : You are welcome to send in any written enquiries to the Board for the attention of the Company Secretary either by post to the registered office of the Company at 53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong or by way of email to investor_relations@bochk.com.

The Company Secretary would direct the enquiries received to appropriate Board Member(s) or the Chairman of the Committee(s) who is in charge of the areas of concern referred therein for further handling. The Board, assisted by the Company Secretary, would make its best efforts to ensure that all such enquiries are addressed in a timely manner.