



# 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)

20 April 2020

Dear Registered Shareholder,

## Letter to Existing Registered Shareholders — (1) Notification on Publication of Corporate Communications containing Notice of 2020 Annual General Meeting and Notice of Extraordinary General Meeting; and (2) Election of Language and Means of Receipt of Corporate Communications

We are pleased to advise that the (i) 2019 Annual Report; (ii) Circular containing Notice of 2020 Annual General Meeting and Proposed General Mandates to Issue and Buy Back Shares; (iii) Proxy Form for 2020 Annual General Meeting; (iv) Letter to Shareholders together with Notice of Extraordinary General Meeting; and (v) Proxy Form for Extraordinary General Meeting of BOC Hong Kong (Holdings) Limited (“BOCHK”) have been prepared in English and Chinese. The English and Chinese versions of the aforesaid documents are now available in the “Investor Relations” section of 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 and Extraordinary General Meeting of BOCHK will be held on Monday, 29 June 2020 at 2:00 p.m. and 2:30 p.m. (or immediately after conclusion of the Annual General Meeting, whichever is later) respectively 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 2019 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 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 the 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 the Corporate Communications of BOCHK will be available from BOCHK or BOCHK’s Registrar upon request, and both language versions 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  
Luo Nan  
Company Secretary

敬啟者：

## 致現有登記股東之函件 — (1)公司通訊文件包括2020年股東週年大會通告及股東特別大會通告的刊發通知；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)2019年報；(ii)載有2020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；(iii)2020年股東週年大會代表委任表格；(iv)致股東信函連同股東特別大會通告；及(v)股東特別大會代表委任表格備有中、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))「投資者關係」一節及香港交易及結算有限公司(「香港交易所」)網站([www.hkexnews.hk](http://www.hkexnews.hk))。中銀香港訂於2020年6月29日(星期一)下午2時正假座香港灣仔灣道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，並於下午2時30分或緊接股東週年大會完結後(以較後者為準)舉行股東特別大會。

股東如(a)僅收取2019年報的中文或英文版，但欲收取另一語言的印刷本；或(b)已選擇(或被視為同意)上網閱覽登載於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，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。

閣下可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)上網閱覽登載於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將備有中銀香港公司通訊文件的中、英文版印刷本，以供索取；而該等公司通訊文件的中、英文兩種語言版本將會登載於中銀香港網站([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於中銀香港網站的公司通訊文件，以代替收取印刷本。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。

如閣下對本函件內容有任何疑問，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  
羅楠  
謹啟

2020年4月20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 20 April 2020.

除文义另有规定外, 本要求表格中所用词汇具有日期为2020年4月20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 copy of the 2019 Annual Report of BOCHK

甲部 — 收取中银香港2019年报的印刷本

(Please tick **ONLY ONE BOX**<sup>Note 1</sup>) (请以「✓」号选择一项<sup>附注1</sup>)

Please send me/us a printed copy of the 2019 Annual Report in:

请将2019年报的以下印刷本寄送予本人/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**<sup>Note 1</sup>) (请以「✓」号选择一项<sup>附注1</sup>)

to access the Corporate Communications posted on BOCHK's website at [www.bochk.com](http://www.bochk.com) in lieu of receiving printed copies, and to receive a notification of the publication of the Corporate Communications on the website of BOCHK; or

浏览登载于中银香港网站([www.bochk.com](http://www.bochk.com))的公司通讯文件, 以代替收取印刷本, 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 printed 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)<sup>Note 2</sup>:

签名<sup>附注2</sup>: \_\_\_\_\_

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.  
如阁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 instructions 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, 并寄回中银香港过户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。

#### Mailing Label 邮寄标签

Computershare Hong Kong Investor Services Limited  
香港中央证券登记有限公司

Freepost No. 简便回邮号码: 37  
Hong Kong 香港

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

**No postage stamp is necessary if posted in Hong Kong.**

当阁下寄回本要求表格时, 请将邮寄标签剪贴于信封上。  
如在本港投寄, 阁下毋须支付邮费或贴上邮票。