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中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(the “Company”, Stock Code: 2388)

SPECIAL ARRANGEMENTS AND PRECAUTIONARY MEASURES FOR 2020 ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING

Reference is made to (i) the circular (the “**Circular**”) and the notice of the annual general meeting (the “**2020 AGM**”) of the Company both dated 20 April 2020 in relation to the 2020 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 (the “**Meeting Venue**”); (ii) the letter to shareholders (the “**EGM Letter**”) and the notice of the extraordinary general meeting (the “**EGM**”; together with the 2020 AGM, the “**GMs**”) of the Company both dated 20 April 2020 in relation to the EGM to be held on Monday, 29 June 2020 at 2:30 p.m. or immediately after conclusion of the 2020 AGM, whichever is later, at the Meeting Venue; and (iii) the letter to shareholders supplemental to the Circular and the supplemental notice of the 2020 AGM both dated 5 June 2020. Unless otherwise stated, capitalised terms used herein shall have the same meanings as those defined in the aforesaid documents.

Limiting Physical Attendance at GMs

In the interest of the health and safety of the shareholders attending the GMs during the current COVID-19 situation and taking into consideration the various social distancing measures as strongly advised by the HKSAR Government, the Company has reviewed the space available at the Meeting Venue and has decided to limit physical attendance at the 2020 AGM and the EGM to 150 shareholders who will be accommodated in partitioned areas, with the number of persons in each area not more than the maximum number (if any) as may be prescribed by the HKSAR Government and in full force and effect at the time of the GMs.

For shareholders who would like to physically attend the GMs (in person or by proxy), the arrangements set out in paragraphs (A) to (D) below will apply:

(A) Pre-registration

Shareholders should register their interest in physically attending the GMs (in person or by proxy) by providing the following details via email to 2020agm@bochk.com during the period beginning at 9:00 a.m. on 8 June 2020 and ending at 5:00 p.m. on 16 June 2020:

- (1) Full name of the shareholder (in English)

(2) Capacity:

- (a) Registered shareholder (i.e. shares are registered in the name of the shareholder); **OR**
- (b) Non-registered shareholder (i.e. shares are registered in the name of an intermediary; for example, a bank, a trustee or a securities broker)

(3) Contact phone number

(B) Basis of allocation

If more than 150 pre-registrations are received from the shareholders, a ballot will be conducted to determine which shareholders will be permitted to physically attend the GMs.

(C) Notification

Shareholders who have been allocated the right of admission to the Meeting Venue will be notified individually by email on or before 22 June 2020. No notification will be sent to those shareholders who are not successful in the ballot.

(D) Points to note by shareholders who are successful in the ballot

For **registered shareholders** who receive a confirmation email that their pre-registration is successful and who wish to appoint a proxy to attend the GMs on their behalf, they should complete and return the First Proxy Form, the Supplemental Proxy Form and the proxy form for the EGM (collectively the “**Proxy Forms for GMs**”) (if they have not yet done so) to the registered office of the Company at 53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong, or send them to the Company’s share registrar via email to bochk.eproxy@computershare.com.hk, as soon as possible but in any event no later than 2:00 p.m. on Friday, 26 June 2020.

For **non-registered shareholders** who receive a confirmation email that their pre-registration is successful, they should arrange to seek authorisation from their intermediary directly (if they have not yet done so) before any relevant deadline as prescribed by the intermediary in order for them to attend and vote at the GMs.

Registered shareholders (or their validly appointed proxies) and non-registered shareholders (with valid authorisation from their intermediary) will be required to provide the abovementioned confirmation email at the registration counter of the Meeting Venue and to go through the usual shareholder registration and verification procedures on the day of the GMs.

Recommendation to Vote by Appointing Chairman of GMs as Proxy

The Company would like to remind shareholders that physical attendance at the GMs is not necessary for the purpose of exercising their voting rights and strongly recommends shareholders to appoint the chairman of the GMs as proxy to vote and watch the live webcast of the GMs via www.bochk.com/en/aboutus/ir/meetings.html as previously advised in the Circular and the EGM Letter. If shareholders have any questions relating to the resolutions to

be proposed at the 2020 AGM and/or the EGM, they are encouraged to submit their questions in advance via email to 2020agm@bochk.com during the period beginning at 9:00 a.m. on 8 June 2020 and ending at 5:00 p.m. on 24 June 2020. The Company will arrange to answer as many relevant questions as possible at the GMs.

Shareholders who have already appointed a person other than the chairman of the GMs as proxy may now choose to appoint the chairman of the GMs as proxy to ensure that their votes are cast. For shareholders who are not successful in the pre-registration are also encouraged to exercise their voting rights by submitting the completed Proxy Forms for GMs by 2:00 p.m. on Friday, 26 June 2020 to appoint the chairman of the GMs as proxy or, in the case of non-registered shareholders, by giving voting instructions to the intermediary by any relevant deadline as prescribed by the intermediary.

Precautionary Measures for GMs

Shareholders who are successful in the pre-registration and attend the GMs in person (or by proxy) are reminded to observe and note the following precautionary measures which will be implemented at the GMs:

- (1) Each attendee will be assigned a designated seating area to facilitate contact tracing. Company staff and representatives at the Meeting Venue will assist with crowd control and queue management to ensure appropriate social distancing.
- (2) Compulsory body temperature checks will be conducted before any attendee will be admitted to the Meeting Venue. Any person with a body temperature of over 37.3 degrees Celsius or who has any flu-like symptoms or is otherwise apparently unwell will not be admitted to the Meeting Venue.
- (3) Each attendee will be required to submit a signed and completed health declaration form (the “**Form**”) prior to being admitted to the Meeting Venue. Please bring along the completed Form to the Meeting Venue to ensure smooth registration and verification processing. Any person who responds positively to any of the questions asked in the Form may not be admitted to the Meeting Venue. The Form can be downloaded from the Company’s website at www.bochk.com.
- (4) Each attendee will be required to wear a surgical face mask prior to admission to the Meeting Venue and throughout the GMs. Please note that no masks will be provided at the Meeting Venue and attendees should bring and wear their own masks.
- (5) **There will be no distribution of corporate gift and refreshment for attendees.** The Company has enhanced the arrangement by making charitable donations to The Community Chest Anti-NCP Rainbow Fund in order to help people in need.
- (6) Physical attendance at the GMs by the Directors and the Senior Management of the Company will be limited, and they will participate through electronic means. The proceedings of the GMs will focus on the proposed resolutions with a view to minimising crowd gathering time in an enclosed environment.

In light of the precautionary measures mentioned above, attendees are advised to arrive at the Meeting Venue well in advance of the meeting time to allow sufficient time for the registration and verification procedures. Attendees are requested to observe and practise good personal hygiene at all times at the Meeting Venue. Anyone who declines to adhere to any of the precautionary measures or cooperate with the staff of the hotel or the Company may be denied entry into or requested to leave the Meeting Venue.

Depending on the public health requirements and guidelines at the time of the GMs, additional measures affecting physical attendance may be implemented by the Company 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.

By Order of the Board
LUO Nan
Company Secretary

Hong Kong, 5 June 2020

As at the date of this announcement, the Board comprises Mr. LIU Liange (Chairman), Mr. WANG Jiang* (Vice Chairman), Mr. LIN Jingzhen*, Mr. SUN Yu*, Madam CHENG Eva**, Dr. CHOI Koon Shum**, Mr. KOH Beng Seng**, Mr. LAW Yee Kwan Quinn** and Mr. TUNG Savio Wai-Hok**.*

* *Non-executive Directors*

** *Independent Non-executive Directors*