



# 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)

26 January 2023

Dear Registered Shareholder,

## Letter to New 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 enclose the Circular regarding Continuing Connected Transactions of BOC Hong Kong (Holdings) Limited (“BOCHK”) in both English and Chinese for your attention.

Pursuant to the applicable regulations and the Articles of Association of BOCHK, BOCHK writes to ascertain your future preference on whether you would like (a) to receive future corporate communications to be issued by BOCHK to Shareholders including but not limited to, the annual reports and accounts, interim reports, notices of meetings, listing documents, circulars and proxy forms (collectively the “Corporate Communications”) in printed form (in English and/or Chinese); or (b) to access future Corporate Communications posted on BOCHK’s website at [www.bochk.com](http://www.bochk.com) using electronic means in lieu of receiving printed copies (the “Website Option”).

To indicate your preference, please complete the Reply Form overleaf and return it by post, using the mailing label at the bottom of the Reply Form (no postage stamp is necessary if posted in Hong Kong; otherwise please affix an appropriate stamp), or 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 Reply Form duly completed and signed to BOCHK’s Registrar via email to [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk). The Reply Form may also be downloaded from the “Investor Relations” section of BOCHK’s website at [www.bochk.com](http://www.bochk.com) or the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have elected the Website Option, you will only be notified by post of the publication of the Corporate Communications on BOCHK’s website.

If you have elected to receive printed version of the Corporate Communications, BOCHK will send you printed copies of the Corporate Communications in the language you have expressly chosen to receive.

**If BOCHK’s Registrar does not receive your Reply Form duly completed and signed or a response indicating the objection from you by 25 February 2023 and until you inform BOCHK’s Registrar by reasonable notice in writing according to the relevant laws and regulations, you are taken to have agreed to access all future Corporate Communications posted on BOCHK’s website at [www.bochk.com](http://www.bochk.com) and to receive only a notification of the publication of the Corporate Communications on BOCHK’s website.**

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, BOCHK believes, 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：

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

吾等欣然随函附上中銀香港(控股)有限公司(「中銀香港」)有关持续关连交易的通函的英文及中文版，供 閣下阅览。

根据适用法规及中銀香港的组织章程细则，中銀香港致函閣下，以了解閣下今后是否拟(a)收取日后中銀香港将会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」)的印刷本(中文及/或英文)；或(b)以电子方式阅览今后登载于中銀香港网站([www.bochk.com](http://www.bochk.com))的公司通讯文件以代替收取印刷本(「网上阅览方式」)。

为表示閣下的意愿，请填写背面的回条，然后使用回条底部随附的邮寄标签将回条寄回(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」)。閣下亦可把已填妥及签署的回条的扫描副本以电邮方式传送到 [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)。该回条亦可于中銀香港网站([www.bochk.com](http://www.bochk.com))「投资者关系」一节或香港交易及结算所有限公司(「香港交易所」)网站([www.hkexnews.hk](http://www.hkexnews.hk))内下载。

倘若閣下选择采用网上阅览方式，閣下将只会以邮递方式收到有关公司通讯文件已于中銀香港网站上刊发的通知。

閣下如选择收取公司通讯文件的印刷本，中銀香港将会按閣下的明确选择将指定欲收取的语言版本的公司通讯文件的印刷本寄发予閣下。

倘若中銀香港过户处处于2023年2月25日仍未收到经閣下填妥及签署的回条或表示反对的回复，及在閣下按照有关法例及法规向中銀香港过户处发出合理时间的书面通知前，閣下将被视为已同意以电子形式阅览今后登载于中銀香港网站([www.bochk.com](http://www.bochk.com))的公司通讯文件，并同意只收取有关公司通讯文件已于中銀香港网站上刊发的通知。

閣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，倘閣下已选择(或被视为同意)上网阅览登载于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阅览有关文件时遇到困难，中銀香港过户处将于接到閣下通知后，立即向閣下免费发送该等文件的印刷本。前述通知须包括閣下的姓名、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](mailto:bochk.ecom@computershare.com.hk)。

中銀香港及中銀香港过户处将备有中銀香港公司通讯文件的中、英文版印刷本，以供索取；而该等公司通讯文件的中、英文两种语言版本将会登载于中銀香港网站([www.bochk.com](http://www.bochk.com))及香港交易所网站([www.hkexnews.hk](http://www.hkexnews.hk))，以供阅览。

中銀香港希望閣下踊跃采用上网方式阅览登载于中銀香港网站的公司通讯文件，以代替收取印刷本。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。

如閣下对本函件内容有任何疑问，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  
谨啟

2023年1月26日

## Reply Form 回条

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 New Registered Shareholders dated 26 January 2023.

除文义另有规定外，本回条中所用词汇具有日期为2023年1月26日中银香港致其新登记股东之函件中所界定的涵义。

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  
阅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 on this Reply Form. Any Reply Form with more than one box ticked, with no box ticked, with no signature or otherwise incorrectly completed will be void.  
在本回条只可选择一项。如在本回条作出超过一项选择、或未有作出选择、或未有签署或在其他方面填写不正确，则本回条将会作废。
- 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 Reply Form in order to be valid.  
如阁下的股份以联名持有，则本回条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。
- If BOCHK's Registrar, Computershare Hong Kong Investor Services Limited, does not receive this Reply Form duly completed and signed or a response indicating the objection from you by 25 February 2023, you are deemed to have agreed to access all future Corporate Communications posted on BOCHK's website at [www.bochk.com](http://www.bochk.com) using electronic means. All future Corporate Communications will be sent out in the manner specified in BOCHK's letter dated 26 January 2023 and BOCHK will send you a notification of the publication of the Corporate Communications on BOCHK's website by post.  
倘若中银香港过户处香港中央证券登记有限公司于2023年2月25日仍未收到经阁下填妥及签署的回条或表示反对的回复，阁下将被视为已同意以电子形式阅览今后登载于中银香港网站([www.bochk.com](http://www.bochk.com))的公司通讯文件，而中银香港将按2023年1月26日的函件内所述之方式只向阁下寄发有关公司通讯文件已于中银香港网站上刊发的通知。
- By selection to read all future Corporate Communications published on BOCHK's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.  
在选择浏览于中银香港网站刊发的公司通讯文件以代替收取印刷本后，阁下已明示同意放弃收取公司通讯文件印刷本的权利。
- The above instructions will apply to all future Corporate Communications to be sent to BOCHK's Shareholders until you notify otherwise by reasonable notice in writing to BOCHK's Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or via email to [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk).  
上述指示适用于将来寄发予中银香港股东的所有公司通讯文件，直至阁下向中银香港过户处香港中央证券登记有限公司(地址为香港湾仔皇后大道东183号合和中心17M楼)发出合理时间的书面通知，或以电邮方式传至[bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)另作选择为止。
- Shareholders are entitled to change the choice of language and means of receipt of BOCHK's Corporate Communications at any time by reasonable notice in writing or via email to [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk) to BOCHK's Registrar.  
股东有权随时向中银香港过户处发出合理时间的书面通知或以电邮方式传至[bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)，要求更改收取中银香港公司通讯文件的语言版本及方式。
- For the avoidance of doubt, we do not accept any other instructions given on this Reply Form.  
为免存疑，任何在本回条上的额外指示，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 Reply Form to us.

No postage is necessary if posted in Hong Kong.

当阁下寄回本回条时，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。

### Get in touch with us 与我们联系

Send us an enquiry 垂询  
Rate our service 评价  
Lodge a complaint 投诉



Contact Us 联系我们

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)