



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

Stock Codes: 2388 (HKD counter) and 82388 (RMB counter)

25 April 2024

Dear Registered Shareholder,

Arrangement of Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communication that came into effect on 31 December 2023, BOC Hong Kong (Holdings) Limited (the “Company”) wish to inform you that the Company intends to adopt electronic dissemination of Corporate Communications¹ once it is permissible under Hong Kong Companies Ordinance.

Notification of publication of Current Corporate Communications

The 2023 Annual Report, Circular containing Notice of 2024 Annual General Meeting and Proxy Form for 2024 Annual General Meeting (collectively “Current Corporate Communications”) and 2023 Sustainability Report of the Company have been prepared in English and Chinese versions and all these are now available in the “Investor Relations” section of the Company’s website (www.bochk.com) and the website of Hong Kong Exchanges and Clearing Limited (www.hkexnews.hk). The Annual General Meeting of the Company will be held as a hybrid meeting on Thursday, 27 June 2024 at 2:00 p.m. at Four Seasons Grand Ballroom, Level 2, Four Seasons Hotel Hong Kong, 8 Finance Street, Central, Hong Kong with online access through an online platform.

If you have previously requested for receiving Corporate Communications in printed form, the printed version of the Current Corporate Communications in your selected language(s) is/are enclosed. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, the Company will promptly upon your notice send the printed version of the Current Corporate Communications to you free of charges. Please send your request in writing to the Company’s share registrar (the “Share 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.

Solicitation of electronic contact details

To ensure timely receipt of Corporate Communications and Actionable Corporate Communications² upon the Company’s adoption of electronic dissemination of Corporate Communications, the Company recommends you to provide your email address by scanning your personalized QR code on the reply form (the “Reply Form”) or completing, signing and returning the Reply Form overleaf to the Company’s Share Registrar in the aforesaid manner.

If the Share Registrar does not receive your electronic submission or the duly completed and signed Reply Form or a response in writing indicating the objection from you by 24 May 2024, and until you inform the Share Registrar by reasonable notice in writing, you are taken to have agreed to access all future Corporate Communications posted on the Company’s website and receive a notification of the publication of the Corporate Communications in the Company’s website in future.

If you elect to receive the website version of future Corporate Communications, you are requested to provide an email address for the purpose of receiving (i) email notifications for the publication of relevant future Corporate Communications and (ii) all future Actionable Corporate Communications in electronic form from the Company.

If no valid and functional email address is provided or you are taken to have agreed to access all future Corporate Communications posted on the Company’s website, the Company will send to you by post at the address as appearing in the Company’s register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and functional email address to the Share Registrar.

Request for Corporate Communications and Actionable Corporate Communications in printed form

You are entitled at any time by reasonable notice in writing to the Share Registrar to request receiving the Corporate Communications in printed form. Please complete, sign and return the Reply Form overleaf and send it to the Share Registrar in the aforesaid manner. Any such request will remain valid until the instruction has been revoked or superseded or until the time when the Company publishes its next annual report in the following year (whichever is earlier). Please note that you must complete and return a fresh Reply Form, if you wish to continue to receive Corporate Communications and Actionable Corporate Communications in printed form.

Should you have any queries relating to any of the above matters, please contact the Company at (852) 2846 2700 during business hours from 9:00 a.m. to 6:00 p.m., Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully
For and on behalf of
BOC Hong Kong (Holdings) Limited
Luo Nan
Company Secretary

Notes

1. “Corporate Communication(s)” which mean any document issued or to be issued by the Company for the information or action of holders of any of its shares or securities, including but not limited to (a) annual report and accounts; (b) interim report; (c) a notice of a shareholder meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
2. “Actionable Corporate Communication(s)” refer to any corporate communication that seeks instruction(s) from holders of the Company’s shares or securities on how they wish to exercise their rights or make an election as holders of the Company’s shares or securities.

REPLY FORM

To: BOC Hong Kong (Holdings) Limited ("BOCHK")
(Stock Codes: 2388 (HKD counter) and 82388 (RMB counter))
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wan Chai, Hong Kong

Option 1:	Provide email address by scanning the personalized QR code for receipt of future Corporate Communications of BOCHK via electronic dissemination	Personalized QR Code
	Returning this Reply Form is NOT required if choosing Option 1.	

Option 2:	Provide email address in writing for receipt of future Corporate Communications of BOCHK via electronic dissemination	
	Name of Securities Holder(s): _____	Name of the Listed Company: BOC Hong Kong (Holdings) Limited
Email address ^(Notes 5)	_____	

Option 3:	Request for receipt of future Corporate Communications of BOCHK in printed copies and noted that this instruction is only valid up to the time when BOCHK publishes its next annual report in the following year. ^(Note 6) (Please mark "X" in one of the boxes below, if applicable)	
<input type="checkbox"/> English version	<input type="checkbox"/> Chinese version	<input type="checkbox"/> Both English and Chinese versions

Signature: ^(Note 1) _____ **Contact number:** _____ **Date:** _____

- Notes:**
- 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.
 - If BOCHK's Share 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 24 May 2024, you are deemed to have agreed to access all future Corporate Communications posted on BOCHK's website at www.bochk.com using electronic means. All future Corporate Communications will be sent out in the manner specified in BOCHK's letter dated 25 April 2024 and BOCHK will send you a notification of the publication of the Corporate Communications on BOCHK's website by post.
 - 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.
 - If the email address provided in your reply is non-functional, you may be unable to receive notifications regarding the publication of Corporate Communications.
 - If you provide more than one email address by QR code, email, reply form and/or other means, only the last email address received will be registered.
 - If you mark "X" in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received.
 - The above instructions will apply to all future Corporate Communications to be sent to BOCHK's Shareholders until the time when BOCHK publishes its next annual report in the following year, or when you notify otherwise by reasonable notice in writing to BOCHK's Share 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 (whichever is earlier).
 - 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 to BOCHK's Share Registrar.
 - For the avoidance of doubt, we do not accept any other instructions given on this Reply Form.

PERSONAL INFORMATION COLLECTION STATEMENT

(i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").

(ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.

(iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.

Mailing Label

Computershare Hong Kong Investor Services Limited
Freeport No.: 37
Hong Kong

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.

