



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)

30 June 2008

Dear Shareholder,

Instructions in relation to future Corporate Communication

Pursuant to the applicable legislation and regulation, and the Articles of Association of BOC Hong Kong (Holdings) Limited (the “Company”), the Company is permitted to allow its Shareholders to elect:

- (a) to receive summary financial report (“**Financial Summary**”) in the place of the complete annual report and accounts (“**Full Financial Report**”). The Financial Summary is a document that contains all the information and particulars contained on the face of the Company’s balance sheet and profit and loss account, together with key information from the Full Financial Report. The Financial Summary only gives a summary of the information and particulars contained in the Full Financial Report, from which it is derived; and/or
- (b) to rely on copies of any document issued by the Company to the Shareholders including (but not limited to) Financial Summary, Full Financial Report, interim report, notice of meeting, listing document and circular (“**Corporate Communication**”) posted on the Company’s website in the place of being sent a printed copy of such Corporate Communication (the “**Website Option**”); or
- (c) to receive the English language version only or the Chinese language version only of any Corporate Communication.

You are encouraged to take advantage of the Website Option, which helps reduce the quantity of printed versions of the Corporate Communication and hence the impact on the environment and which is a more convenient and prompt method of communication with Shareholders.

As a token of appreciation of your support to opt for the Website Option, Shareholders who complete, sign and return the enclosed Reply Slip to the Company’s Share Registrar on or before 31 July 2008 opting for the Website Option (i.e. Box A or Box B) will each be entitled to one Maxim’s Cake Coupon (worth HK\$48). The entitled Shareholders will be determined by the date of receipt of the enclosed Reply Slip registered by the Company’s Share Registrar and on the condition that you are still a Shareholder registered in the Register of Members of the Company as at 16 September 2008. The cake coupon will be sent to the entitled Shareholders by ordinary mail around late September 2008.

If you exercise the Website Option, you will be notified of the publication of the Corporate Communication on the Company’s website, the address of the website and the location on the website where the Corporate Communication may be accessed and how it may be accessed. You may choose to: (a) rely on the copy of that notification which will be posted on the Company’s website in the place of a printed copy of that notification; or (b) to receive a printed copy of the notification by post.

To make your election, you may send a notice of intent to the Company in the form of the enclosed Reply Slip indicating whether you wish and agree to select one of the various options given to you in the Reply Slip. Please tick the appropriate box and sign and return the Reply Slip, using the envelope provided, to the Company’s Share Registrar, Computershare Hong Kong Investor Services Limited at Rooms 1806-1807, 18th Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If your registered address is within Hong Kong, the enclosed envelope will be postage prepaid and you do not need to affix a stamp when returning your Reply Slip. Otherwise, please affix an appropriate stamp. You have the right at any time by reasonable notice in writing to the Company or its Share Registrar to change your choice.

If we receive your Reply Slip by 31 July 2008, your instruction will apply to all Corporate Communication to be sent to Shareholders of the Company on or after 14 August 2008 until you inform the Company otherwise in accordance with the applicable legislation and regulation. **If we do not receive your Reply Slip by 31 July 2008 and until you properly inform the Company otherwise, we will only send to you: (a) a printed Chinese version of all future Corporate Communication (with a Financial Summary in the place of the Full Financial Report) if your registered address is in Hong Kong and you have a Chinese surname; or otherwise (b) a printed English version of all future Corporate Communication (with a Financial Summary in the place of the Full Financial Report).** If we receive your Reply Slip after 31 July 2008, we will respect your election and will, subject to applicable legislation and regulation, use our best endeavours to comply with your election.

Finally, please note that (a) both the English and the Chinese versions of future Corporate Communication will be available from the Company or its Share Registrar on request; and (b) the same will also be available on the Company’s website at www.bochk.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. If you have any queries relating to this letter, please call our hotline at (852) 2846 2700.

Yours faithfully,

Jason C.W. Yeung

Company Secretary

For and on behalf of

BOC Hong Kong (Holdings) Limited