



# 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)

8 September 2009

Dear Shareholder,

## Letter to new registered shareholders – Election of Language and Means of Receipt of Corporate Communications

Pursuant to the applicable legislation and regulation, and the Articles of Association of BOC Hong Kong (Holdings) Limited (“BOCHK”), we write to ascertain your future preference on whether you would like (a) to receive the summary financial reports (the “Financial Summary”) in place of the complete annual reports and accounts (the “Full Financial Report”) of BOCHK; and/or (b) to receive future corporate communications to be issued by BOCHK to Shareholders including (but not limited to) the Financial Summary, the Full Financial Report, interim reports, notices of meeting, listing documents, circulars and proxy forms (the “Corporate Communications”) in printed form (in English version only, in Chinese version only or in both versions); or (c) to access future Corporate Communications posted on the 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 Request Form overleaf and return it by post, using the mailing label as indicated in the Request Form, or hand delivery to the BOCHK’s Share Registrar, Computershare Hong Kong Investor Services Limited (“BOCHK’s Registrar”) at Rooms 1806–1807, 18th Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

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

If we receive your Request Form by 7 October 2009, your instruction will apply to all Corporate Communications to be sent to Shareholders on or after 21 October 2009 until you inform BOCHK’s Registrar otherwise in accordance with the applicable legislation and regulation. If we do not receive your Request Form by 7 October 2009 and until you inform BOCHK’s Registrar by reasonable notice in writing, we will only send to you: (a) a printed Chinese version of all future Corporate Communications (with the Financial Summary in 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 Communications (with the Financial Summary in place of the Full Financial Report). If we receive your Request Form after 7 October 2009, we will respect your election and will, subject to applicable legislation and regulation, use our best endeavours to comply with your election.

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 Corporate Communications. Further, if you have chosen to access 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 Corporate Communications of BOCHK are and will be available from BOCHK or BOCHK’s Registrar upon request, and both language versions are or will be available on BOCHK’s website at [www.bochk.com](http://www.bochk.com) and the website of Hong Kong Exchanges and Clearing Limited 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.

Yours faithfully,

Jason C.W. Yeung, *Company Secretary*

For and on behalf of BOC Hong Kong (Holdings) Limited

敬啟者：

### 致新登記股東之函件 – 選擇收取公司通訊文件之語言版本及收取方式

根據適用法例法規及中銀香港（控股）有限公司（「中銀香港」）的組織章程細則，中銀香港致函閣下，以了解閣下今後是否擬（a）收取財務摘要報告（「財務摘要」）以代替收取完整的年報及賬目（「詳細財務報告」）；及／或（b）收取日後中銀香港將會向股東刊發的公司通訊文件包括（但不限於）財務摘要、詳細財務報告、中期報告、會議通告、上市文件、通函及委任表格（「公司通訊文件」）的印刷本（只收取英文印刷本，或只收取中文印刷本或同時收取中英文印刷本）；或（c）依賴在中銀香港的網頁 [www.bochk.com](http://www.bochk.com) 上所刊登有關的公司通訊文件以代替收取該等公司通訊文件的印刷本（「上網閱覽文件方式」）。為表示閣下之意願，請填妥背面之回條，然後按回條上之指示以郵寄標籤將回條寄回或以專人交付位於香港灣仔皇后大道東 183 號合和中心 18 樓 1806–1807 室之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」）。

閣下如選擇採用上網閱覽文件方式，將會收到有關在中銀香港網頁上刊發公司通訊文件、網頁地址、在中銀香港網頁上可查閱該等公司通訊文件的位置及如何查閱的通告。閣下可以選擇（a）依賴將會在中銀香港的網頁上刊載的該通告的網上版，以代替該通告的印刷本；或（b）以郵遞方式收取該通告的印刷本。

倘若中銀香港於二零零九年十月七日或該日前收到閣下的回條，閣下的回條將會適用於二零零九年十月二十一日及其後向股東發出的所有公司通訊文件，直至閣下按照適用法例法規向中銀香港過戶處發出通知另作指示為止。倘若中銀香港於二零零九年十月七日或該日前未有收到閣下的回條，中銀香港將只會向閣下寄送（a）（倘若閣下的登記地址為香港地址及閣下擁有中文姓氏）所有其後的公司通訊文件（包括財務摘要以代替詳細財務報告）的印刷本中文版；或在其他情況下（b）所有其後的公司通訊文件（包括財務摘要以代替詳細財務報告）的印刷本英文版。倘若中銀香港於二零零九年十月七日後收到閣下的回條，在適用法例法規的規限下，中銀香港將尊重並盡量依從閣下的選擇。

閣下有权随时向中銀香港過戶處發出合理書面通知，要求更改所選擇收取公司通訊文件之語言版本及收取方式。此外，倘閣下選擇上網閱覽登載在中銀香港網頁的公司通訊文件，無論因任何理由以致在收取或閱覽有關文件時遇到困難，中銀香港過戶處將于接到閣下通知後，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并送交上述地址之中銀香港過戶處或以電郵方式傳至 [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)。

中銀香港及中銀香港過戶處亦備有中銀香港的公司通訊文件的中、英文版印刷本，以供索取，該等公司通訊文件的中、英文兩種語言版本已或將會登載在中銀香港網頁 [www.bochk.com](http://www.bochk.com) 及香港交易及結算所有限公司網頁 [www.hkexnews.hk](http://www.hkexnews.hk)，以供閱覽。

我們希望各股東踴躍採用上網方式閱覽登載在中銀香港網頁的公司通訊文件，以代替收取公司通訊文件的印刷本。此方式不但有助減少對環境的影響，而且我們相信此乃更方便快捷與股東通訊的方式。如閣下對本函件有任何疑問，請致電中銀香港的查詢熱線 (852) 2846 2700。

此致

各位股東

代表中銀香港（控股）有限公司

公司秘書楊志威謹啟

二零零九年九月八日