



# 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)

## NOTIFICATION LETTER 通知信函

12 April 2011

Dear Non-registered Holder <sup>Note</sup>,

### BOC Hong Kong (Holdings) Limited (“BOCHK”)

— Notice of Publication of (a) Annual Report 2010, (b) Summary Financial Report 2010, (c) Circular containing Notice of 2011 Annual General Meeting and regarding General Mandates to Issue and Repurchase Shares (the “Circular”), (d) Proxy Form for 2011 Annual General Meeting (the “AGM Proxy Form”), (e) Letter to Shareholders regarding Extraordinary General Meeting to be held on 25 May 2011 (the “EGM Letter”), (f) Notice of Extraordinary General Meeting (the “EGM Notice”), and (g) Proxy Form for Extraordinary General Meeting (the “EGM Proxy Form”) (collectively “Current Corporate Communications”)

The English and Chinese versions of BOCHK’s Current Corporate Communications are now available on BOCHK’s website at [www.bochk.com](http://www.bochk.com) and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Annual Report 2010 and the Summary Financial Report 2010 by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “Annual Report — 2010” and “Summary Financial Report 2010” under “What’s New” or under “Financial Reports”. You may access the Circular, AGM Proxy Form, EGM Letter, EGM Notice and EGM Proxy Form by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “Circular dated 12 April 2011 in relation to Notice of 2011 Annual General Meeting and General Mandates to Issue and Repurchase Shares”, “Proxy Form for 2011 Annual General Meeting”, “Letter to Shareholders regarding Extraordinary General Meeting to be held on 25 May 2011”, “Notice of Extraordinary General Meeting” and “Proxy Form for Extraordinary General Meeting” respectively under “Stock Exchange Announcements”.

If you want to receive a printed version of the Current Corporate Communications, please complete the Request Form overleaf and return it to BOCHK c/o Computershare Hong Kong Investor Services Limited (“BOCHK’s Registrar”) by using the mailing label at the bottom of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), or hand delivery to 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 Request Form duly completed and signed to BOCHK’s Registrar via email to [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk). The Request Form may also be downloaded from BOCHK’s website at [www.bochk.com](http://www.bochk.com) or HKEx’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries relating to any of the above matters, please 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,

Chan Chun Ying, Company Secretary

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

*Note: This letter is addressed to Non-registered Holders of BOCHK (“Non-registered Holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified BOCHK from time to time through Hong Kong Securities Clearing Company Limited to receive corporate communications of BOCHK). If you have sold or transferred your shares in BOCHK, please disregard this letter and the Request Form overleaf.*

各位非登记持有人 <sup>附注</sup>：

中銀香港(控股)有限公司(「中銀香港」)

— (a) 2010年度业绩报告、(b) 2010年度财务摘要报告、(c) 载有2011年股东周年大会通告及关于发行及购回股份的一般授权之通函(「通函」)、(d) 2011年股东周年大会代表委任表格(「周年大会代表委任表格」)、(e) 致股东有关2011年5月25日举行的股东特别大会的信函(「特别大会信函」)、(f) 股东特别大会通告(「特别大会通告」)及(g) 股东特别大会代表委任表格(「特别大会代表委任表格」)(合称「本次公司通讯文件」)之发布通知

中銀香港的本次公司通讯文件的中、英文版本现已上载于中銀香港网站([www.bochk.com](http://www.bochk.com))及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))。阁下如要阅览2010年度业绩报告及2010年度财务摘要报告，请在中銀香港网站主页按「投资者关系」一项，再在「最新消息」或「财务报告」项下的「年度业绩报告-2010」及「2010财务摘要报告」上按一下。如要阅览通函、周年大会代表委任表格、特别大会信函、特别大会通告及特别大会代表委任表格，阁下可以在中銀香港网站主页按「投资者关系」一项，再分别在「联交所公告」项下的「股东通函(日期为2011年4月12日)」、该通函包括2011年股东周年大会通告及发行及购回股份的一般授权之建议、「2011年股东周年大会代表委任表格」、「致股东有关2011年5月25日举行的股东特别大会的信函」、「股东特别大会通告」及「股东特别大会代表委任表格」上按一下。

如 阁下欲收取本次公司通讯文件之印刷本，请填写在本函背面的要求表格，并使用该要求表格底部随附之邮寄标签寄回中銀香港经香港中央证券登记有限公司(「中銀香港过户处」)(如在香港投寄，毋须贴上邮票；否则，请贴上适当的邮票)或以专人交付位于香港湾仔皇后大道东183号合和中心17M楼之中銀香港过户处。阁下亦可把已填妥及签署之要求表格的扫描副本以电邮方式传至 [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)。该要求表格亦可于中銀香港网站([www.bochk.com](http://www.bochk.com))或香港交易所网站([www.hkexnews.hk](http://www.hkexnews.hk))内下载。

如 阁下对本函内容有任何疑问，请致电中銀香港查询热线(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。

代表

中銀香港(控股)有限公司

公司秘书陈振英谨启

二零一一年四月十二日

*附注：此函件乃向中銀香港之非登记持有人(「非登记持有人」指股份存放于中央结算及交收系统的人士或公司，透过香港中央结算有限公司不时向中銀香港发出通知，希望收到公司通讯文件)发出。如果 阁下已经出售或转让所持有之中銀香港股份，则无需理会本函件及背面所附要求表格。*