



# 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

13 April 2012

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

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

— Notice of Publication of (a) 2011 Annual Report, (b) 2011 Summary Financial Report, (c) Circular containing Notice of 2012 Annual General Meeting and Proposed General Mandates to Issue and Repurchase Shares (the “Circular”) and (d) Proxy Form for 2012 Annual General Meeting (the “AGM Proxy Form”) (collectively the “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 2011 Annual Report and the 2011 Summary Financial Report by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “2011 Annual Report” and “2011 Summary Financial Report” under “What’s New” or under “Financial Reports”. You may access the Circular and AGM Proxy Form by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “Circular dated 13 April 2012 in relation to Notice of 2012 Annual General Meeting and General Mandates to Issue and Repurchase Shares” and “Proxy Form for 2012 Annual 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 postage stamp is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by 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 make calls to 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**  
**Chan Chun Ying**  
Company Secretary

*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)2011年報、(b)2011財務摘要報告、(c)載有2012年股東周年大會通告及發行及購回股份的一般授權建議之通函(「通函」)及(d)2012年股東周年大會代表委任表格(「周年大會代表委任表格」)(合稱「本次公司通訊文件」)的發布通知

中銀香港的本次公司通訊文件的中、英文版現已上載於中銀香港網站([www.bochk.com](http://www.bochk.com))及香港交易及結算所有限公司(「香港交易所」)網站([www.hkexnews.hk](http://www.hkexnews.hk))。閣下如要閱覽2011年報及2011財務摘要報告，請於中銀香港網站主頁按「投資者關係」一項，再在「最新消息」或「財務報告」項下的「2011年度業績報告」及「2011財務摘要報告」上按一下。如要閱覽通函及周年大會代表委任表格，閣下可以於中銀香港網站主頁按「投資者關係」一項，再分別在「聯交所公告」項下的「股東通函(日期為2012年4月13日)」，該通函包括2012年股東周年大會通告及發行及購回股份的一般授權之建議」及「2012年股東周年大會代表委任表格」上按一下。

倘若閣下欲收取本次公司通訊文件的印刷本，請填妥在本函背面的要求表格，並使用该要求表格底部隨附的郵寄標籤寄回中銀香港經香港中央證券登記有限公司(「中銀香港過戶處」)(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)或以專人交付位於香港灣仔皇后大道東183號合和中心17M樓的中銀香港過戶處。閣下亦可把已填妥及簽署之要求表格的掃描副本以電郵方式傳送至 [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)。該要求表格亦可於中銀香港網站([www.bochk.com](http://www.bochk.com))或香港交易所網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如閣下對本函內容有任何疑問，請致電中銀香港查詢熱線(852) 2846 2700，辦公時間為星期一至五(香港公眾假期除外)上午9時正至下午6時正。

代表中銀香港(控股)有限公司  
公司秘書陳振英謹啟  
二零一二年四月十三日

*附注：此函件乃向中銀香港的非登記持有人(「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向中銀香港發出通知，希望收到公司通訊文件)發出。如果閣下已經出售或轉讓所持有的中銀香港股份，則無需理會本函件及背面所附要求表格。*