



# 中銀香港(控股)有限公司

## BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股份代號: 2388)

6 September 2012

Dear Registered Shareholder,

### Letter to New Registered Shareholders — Election of Language and Means of Receipt of Corporate Communications

Pursuant to the applicable regulations and the Articles of Association of BOC Hong Kong (Holdings) Limited (“BOCHK”), BOCHK writes 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 meetings, listing documents, circulars and proxy forms (collectively 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 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 Reply Form overleaf and return it by post, using the mailing label at the bottom of the Reply Form (no postage stamp is necessary if posted in Hong Kong; otherwise please affix an appropriate stamp), or hand delivery to BOCHK’s Share Registrar, Computershare Hong Kong Investor Services Limited (“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 Reply Form duly completed and signed to BOCHK’s Registrar via email to [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk).

If you have elected the Website Option, you will only be notified by post of the publication of the Corporate Communications on BOCHK’s website.

If you have elected to receive printed version of Corporate Communications, BOCHK will send you printed copies of the Corporate Communications in the language you have expressly chosen to receive.

**If BOCHK’s Registrar does not receive your Reply Form duly completed and signed or receive a response indicating the objection from you by 5 October 2012 and until you inform BOCHK’s Registrar by reasonable notice in writing according to the relevant laws and regulations, you are taken to have agreed to access all future Corporate Communications posted on BOCHK’s website at [www.bochk.com](http://www.bochk.com) and to receive only a notification of the publication of the Corporate Communications on BOCHK’s website.**

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 (or are deemed to have consented) to access the 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, BOCHK believes, 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 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

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)收取中銀香港財務摘要報告(「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、通函及代表委任表格(合稱「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)以電子方式閱覽今後登載於中銀香港網站([www.bochk.com](http://www.bochk.com))的公司通訊文件以代替收取印刷本(「上網閱覽文件方式」)。

為表示閣下的意願,請填妥背面的回條,然後使用回條底部隨附的郵寄標籤將回條寄回(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」)。閣下亦可把已填妥及簽署的回條的掃描副本以電郵方式傳送至 [bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)。

倘若閣下選擇採用上網閱覽文件方式,閣下將只會以郵遞方式收到有關公司通訊文件已於中銀香港網站上刊發的通知。

閣下如選擇收取公司通訊文件的印刷本,中銀香港將會按閣下的明確選擇將指定欲收取的語言版本的公司通訊文件的印刷本寄發予閣下。

倘若中銀香港過戶處於二零一二年十月五日仍未收到經閣下填妥及簽署的回條或表示反對的回覆,及在閣下按照有關法例及法規向中銀香港過戶處發出合理時間的書面通知前,閣下將被視為已同意以電子形式閱覽今後登載於中銀香港網站([www.bochk.com](http://www.bochk.com))的公司通訊文件,並同意只收取有關公司通訊文件已於中銀香港網站上刊發的通知。

閣下有權隨時向中銀香港過戶處發出合理時間的書面通知,要求更改所選擇收取公司通訊文件的語言版本及收取方式。此外,倘閣下已選擇(或被視為同意)上網閱覽登載於中銀香港網站的公司通訊文件,無論因任何理由以致在收取或閱覽有關文件時遇到困難,中銀香港過戶處將於接到閣下通知後,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並依照上述地址送交中銀香港過戶處或以電郵方式傳送至 [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網站[www.hkexnews.hk](http://www.hkexnews.hk),以供閱覽。

中銀香港希望閣下踴躍採用上網方式閱覽登載於中銀香港網站的公司通訊文件,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,而且中銀香港相信此乃更方便快捷與股東通訊的方式。

如閣下對本函內容有任何疑問,請致電中銀香港的查詢熱線(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。

此致

各位登記股東

代表  
中銀香港(控股)有限公司  
公司秘書  
陳振英  
謹啟  
二零一二年九月六日

## Reply Form 回條

To: BOC Hong Kong (Holdings) Limited ("BOCHK")  
(Stock Code: 2388)

致：中銀香港(控股)有限公司(「中銀香港」)  
(股份代號：2388)

Unless otherwise stated, capitalised terms used herein shall have the same meanings as those defined in the letter of BOCHK to its New Registered Shareholders dated 6 September 2012.

除文義另有規定外，本回條中所用詞彙具有日期為二零一二年九月六日中銀香港致其新登記股東之函件中所界定的涵義。

I/We would like to receive future Corporate Communications of BOCHK in the manner as indicated below:

本人/吾等希望以下列方式收取中銀香港日後刊發的公司通訊文件：

(Please tick **ONLY ONE box** <sup>Note 2</sup>) (請以「」號選擇一項<sup>附註2</sup>)

- to access the Corporate Communications posted on BOCHK's website at [www.bochk.com](http://www.bochk.com) using electronic means in lieu of receiving printed copies, and to receive printed notification of the publication of the Corporate Communications on BOCHK's website; or 以電子形式閱覽登載於中銀香港網站([www.bochk.com](http://www.bochk.com))的公司通訊文件，以代替收取公司通訊文件的印刷本，並收取有關公司通訊文件已於中銀香港網站上刊發的通知；或
- to receive the printed English version of the Financial Summary (but not the Full Financial Report) and other Corporate Communications only; or 僅收取財務摘要(而不是詳細財務報告)及其他公司通訊文件的英文版印刷本；或
- to receive the printed Chinese version of the Financial Summary (but not the Full Financial Report) and other Corporate Communications only; or 僅收取財務摘要(而不是詳細財務報告)及其他公司通訊文件的中文版印刷本；或
- to receive both the printed English and Chinese versions of the Financial Summary (but not the Full Financial Report) and other Corporate Communications; or 同時收取財務摘要(而不是詳細財務報告)及其他公司通訊文件的中文版及英文版印刷本；或
- to receive the printed English version of the Full Financial Report (but not the Financial Summary) and other Corporate Communications only; or 僅收取詳細財務報告(而不是財務摘要)及其他公司通訊文件的英文版印刷本；或
- to receive the printed Chinese version of the Full Financial Report (but not the Financial Summary) and other Corporate Communications only; or 僅收取詳細財務報告(而不是財務摘要)及其他公司通訊文件的中文版印刷本；或
- to receive both the printed English and Chinese versions of the Full Financial Report (but not the Financial Summary) and other Corporate Communications. 同時收取詳細財務報告(而不是財務摘要)及其他公司通訊文件的中文版及英文版印刷本。

Name(s) of Shareholder(s):

股東姓名：

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature(s) <sup>Note 1</sup>:

簽名<sup>附註1</sup>：

Contact telephone number(s):

聯絡電話號碼：

Date:

日期：

Address:

地址：

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

### Notes 附註：

- 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.  
如閣下的股份以聯名持有，則本回條須由所有聯名股東或該名於中銀香港股東名冊上就聯名持有股份其姓名位列首位的聯名股東簽署，方為有效。
- Please tick only one box on this Reply Form. Any Reply Form with more than one box ticked, with no box ticked, or otherwise incorrectly completed will be void.  
在本回條只可選擇一項。如在本回條作出超過一項選擇，或未有作出選擇，或在其他方面填寫不正確，則本回條將會作廢。
- If BOCHK's Share Registrar, Computershare Hong Kong Investor Services Limited, does not receive this Reply Form duly completed and signed or receive a response indicating the objection from you by 5 October 2012, you are deemed to have agreed to access all future Corporate Communications posted on BOCHK's website at [www.bochk.com](http://www.bochk.com) using electronic means. All future Corporate Communications will be sent out in the manner specified in BOCHK's letter dated 6 September 2012 and BOCHK will send you a notification of the publication of the Corporate Communications on BOCHK's website by post.  
倘若中銀香港的股份過戶登記處香港中央證券登記有限公司於二零一二年十月五日仍未收到經閣下填妥及簽署的回條或表示反對的回覆，閣下將被視為已同意以電子形式閱覽今後登載於中銀香港網站([www.bochk.com](http://www.bochk.com))的公司通訊文件。而中銀香港將按二零一二年九月六日的函件內所述之方式只向閣下寄發有關公司通訊文件已於中銀香港網站上刊發的通知。
- 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.  
在選擇瀏覽於中銀香港網站刊發的公司通訊文件以代替收取印刷本後，閣下已明示同意放棄收取公司通訊文件印刷本的權利。
- The above instructions will apply to all future Corporate Communications to be sent to BOCHK's Shareholders until 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](mailto:bochk.ecom@computershare.com.hk).  
上述指示適用於將來寄發予中銀香港股東的所有公司通訊文件，直至閣下向中銀香港的股份過戶登記處香港中央證券登記有限公司(地址為香港灣仔皇后大道東183號合和中心17M樓)發出合理時間的書面通知，或以電郵方式傳至[bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)另作選擇為止。
- 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](mailto:bochk.ecom@computershare.com.hk) to BOCHK's Share Registrar.  
股東有權隨時向中銀香港的股份過戶登記處發出合理時間的書面通知或以電郵方式傳至[bochk.ecom@computershare.com.hk](mailto:bochk.ecom@computershare.com.hk)，要求更改收取公司通訊文件的語言版本及方式。
- For the avoidance of doubt, we do not accept any other instructions given on this Reply Form.  
為免存疑，任何在本回條上的額外指示，中銀香港將不予處理。

閣下寄回此回條時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on the envelope to return this Reply Form to us.

No postage stamp is necessary if posted in Hong Kong.



郵寄標籤 MAILING LABEL

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong