



# 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 股份代號: 2388)

## NOTIFICATION LETTER 通知信函

31 December 2013

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

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

#### — Notice of Publication of Circular in relation to Continuing Connected Transactions

The English and Chinese versions of the Circular in relation to continuing connected transactions of BOCHK 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 Circular by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “Circular to Shareholders dated 31 December 2013 in relation to Continuing Connected Transactions” under “Stock Exchange Announcements”.

If you want to receive a printed version of the Circular, 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 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

*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.*

各位非登記持有人<sup>附註</sup>：

### 中銀香港(控股)有限公司(「中銀香港」)

#### — 有关持续关联交易致股东的通函的發佈通知

中銀香港就有关持续关联交易致股东通函的中、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))。阁下如要阅览该股东通函，请于中銀香港网站首页按「投资者关系」一项，再在「联交所公告」项下的「有关持续关联交易致股东的通函(日期为2013年12月31日)」上按一下。

倘若 阁下欲收取该股东通函的印刷本，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的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楼的中銀香港过户处。阁下亦可把已填妥及签署的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  
二零一三年十二月三十一日

*附註：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，希望收到中銀香港公司通讯文件)发出。如果 阁下已经出售或转让所持有的中銀香港股份，则无须理会本函件及背面所附要求表格。*

## Request Form 要求表格

To: BOC Hong Kong (Holdings) Limited ("BOCHK")

(Stock Code: 2388)

c/o Computershare Hong Kong Investor Services Limited

17M Floor, Hopewell Centre, 183 Queen's Road East,

Wan Chai, Hong Kong

致：中银香港(控股)有限公司(「中银香港」)

(股份代号：2388)

经香港中央证券登记有限公司

香港湾仔皇后大道东183号

合和中心17M楼

I/We would like to receive the corporate communications of BOCHK ("Corporate Communications")\* in the manner as indicated below:

本人/吾等希望以下列方式收取中银香港的公司通讯文件(「公司通讯文件」)\*：

(Please tick **ONLY ONE** box <sup>Note 2)</sup>)

(请以「✓」号选择一项<sup>附注2</sup>)

- to receive the printed English version of the Financial Summary (but not the Full Financial Report) and other Corporate Communications only; or  
仅收取财务摘要(而不是详细财务报告)及其他公司通讯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  
仅收取财务摘要(而不是详细财务报告)及其他公司通讯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  
同时收取财务摘要(而不是详细财务报告)及其他公司通讯文件的中、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  
仅收取详细财务报告(而不是财务摘要)及其他公司通讯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  
仅收取详细财务报告(而不是财务摘要)及其他公司通讯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.  
同时收取详细财务报告(而不是财务摘要)及其他公司通讯文件的中、英文版印刷本。

Contact telephone number

联络电话号码

Signature(s)

签名

Date

日期

### Notes 附注：

- Please complete all your details clearly.  
请 阁下清楚填写所有资料。
- This Request Form 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). 此要求表格乃向中银香港的非登记持有人(「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银香港发出通知，希望收到中银香港公司通讯)发出。
- Please tick only one box on this Request Form. Any Request Form with more than one box ticked, with no box ticked, with no signature or otherwise incorrectly completed will be void.  
在本要求表格只可选择一项。如在本要求表格作出超过一项选择、或未有作出选择、或未有签署、或在其他方面填写不正确，则本要求表格将会作废。
- The above instructions will apply to the Corporate Communications to be sent to you until you notify BOCHK c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have shareholdings in BOCHK.  
上述指示将适用于将发送予 阁下的所有公司通讯文件，直至 阁下通知中银香港经香港中央证券登记有限公司另外的安排或任何时候停止持有中银香港的股份。
- For the avoidance of doubt, we do not accept any other instructions given on this Request Form.  
为免存疑，任何在本要求表格上的额外指示，中银香港将不予处理。

\* Corporate Communications refer to any document issued or to be issued by BOCHK for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

公司通讯文件指中银香港发出或将于发出以供其任何证券的持有人参照或采取行动的任何文件，其中包括(但不限于)：(a)董事会报告、年度财务报表连同核数师报告及(如适用)财务摘要报告；(b)中期报告及(如适用)中期摘要报告；(c)会议通告；(d)上市文件；(e)通函；及(f)代表委任表格。

阁下寄回此要求表格时，请将邮寄标签剪贴于信封上。

如在本港投寄毋须贴上邮票。

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

No postage stamp is necessary if posted in Hong Kong.

邮寄标签 MAILING LABEL

香港中央证券登记有限公司  
Computershare Hong Kong Investor Services Limited  
简便回邮号码 Freepost No. 37  
香港 Hong Kong