



# 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

14 April 2014

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

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

— Notice of Publication of (a) 2013 Annual Report, (b) 2013 Summary Financial Report, (c) Circular containing Notice of 2014 Annual General Meeting and Proposed General Mandates to Issue and Buy Back Shares (the “Circular”), (d) Proxy Form for 2014 Annual General Meeting (the “AGM Proxy Form”), (e) Letter to Shareholders regarding Extraordinary General Meeting (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 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 2013 Annual Report and the 2013 Summary Financial Report by clicking “Investor Relations” on the home page of BOCHK’s website, then clicking “2013 Annual Report” and “2013 Summary Financial Report” 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 14 April 2014 in relation to Notice of Annual General Meeting, Proposed Re-election of Retiring Directors, Proposed General Mandates to Issue and Buy Back Shares, and Proposed Adoption of New Articles of Association”, “Proxy Form for 2014 Annual General Meeting”, “Letter to Shareholders regarding Extraordinary General Meeting”, “Notice of Extraordinary General Meeting” and “Proxy Form for Extraordinary General Meeting” respectively under “Stock Exchange Announcements”. The Annual General Meeting of the Company will be held on Wednesday, 11 June 2014 at 2:00 p.m. at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wanchai, Hong Kong.

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 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.*

各位非登记持有人 <sup>附注</sup>：

中銀香港(控股)有限公司(「中銀香港」)

— (a) 2013年報、(b) 2013財務摘要報告、(c) 載有2014年股東周年大會通告及發行及回購股份的一般授權建議之通函(「通函」)、(d) 2014年股東周年大會代表委任表格(「周年大會代表委任表格」)、(e) 致股東有關股東特別大會的信函(「特別大會信函」)、(f) 股東特別大會通告(「特別大會通告」)及(g) 股東特別大會代表委任表格(「特別大會代表委任表格」)(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、英文版本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2013年報及2013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「2013年度業績報告」及「2013財務摘要報告」上按一下。如要閱覽通函、周年大會代表委任表格、特別大會信函、特別大會通告及特別大會代表委任表格，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2014年4月14日)」，該通函包括股東周年大會通告、重選退任董事的建議、發行及回購股份的一般授權的建議及採納新章程細則的建議、「2014年股東周年大會代表委任表格」、「致股東有關股東特別大會的信函」、「股東特別大會通告」及「股東特別大會代表委任表格」上按一下。本公司訂於2014年6月11日(星期三)下午2時正假座香港灣仔港灣道1號香港君悅酒店大堂樓層宴會大禮堂舉行股東周年大會。

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

二零一四年四月十四日

*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，則無須理會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 3</sup>)  
(请以「/」号选择一项<sup>附注3</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 instruction 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 Communication refers to any document issued or to be issued by BOCHK for the information or action of holders of any its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' 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予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