## **Investor Relations Policy and Guidelines**

The Company recognises the fundamental importance of maintaining effective communication with its existing and potential investors. We aim to provide clear and timely information that is reasonably required to make a fair investment decision with regard to the Company's equity and debt securities. We also highly value investor feedback and comments for the formulation of the Company's growth strategies to ensure its sustainable development and enhance shareholder value.

### **Investor Relations Programmes**

The objectives of the Company's investor relations programmes are to promote, through various channels, timely and effective communication with the investment community to enhance their knowledge and understanding of the Company's development and strategies. The investment community refers to existing and potential investors of the Company's securities, analysts and securities market professionals. The Company's securities include both equity securities and debt securities.

The Company's investor relations strategies and programmes are formulated and overseen by the Investor Relations Committee, which is chaired by the Company's Chief Executive and comprises members of the senior management. The Investor Relations Division of the Board Secretariat, which reports directly to the Board, is responsible for the implementation of these strategies and acts as an intermediary between the Company and the investment community. Both the Board and the Committee evaluate the effectiveness of the investor relations programmes on a regular basis.

The Company's senior management is highly supportive and actively involved in investor relations activities. We communicate with the investment community in meetings, conferences and road-shows during which we discuss general public information, including disclosed financial information and historical data, markets and product strategies, business strengths and weaknesses, growth opportunities and threats. Any topic will be discussed so long as it is not considered to be material non-public information.

#### **Meetings Events** Company visits Annual **General Meeting** Investor/Analyst workshops Results briefings Conference calls Global road-shows Multi-Corporate day communication Investor conferences channels **E-channels** Corporate website Investor email inquiries · Email alert service

## **Information Disclosure Policy**

Investor survey

· IR enquiry hotline

The Company attaches high importance to the principles of information disclosure with regard to timeliness, fairness and transparency, and proactively discloses information that may have an impact on investment decision-making. In accordance with relevant legislation and statutory requirements, the Company has prepared an Information Disclosure Policy, which is available on the Company's website for public reference. The policy contains clear guidelines to ensure the following:

- 1. information disclosure is in compliance with the Listing Rules and other regulatory requirements;
- all communications with the public, including the investment community and the media, follow the principles of timeliness, fairness, truthfulness, accuracy and compliance; and
- 3. effective monitoring of procedures for information disclosure is in place.

#### Access to Corporate Information

The Investor Relations section of the Company's website (www.bochk.com) provides shareholders and investors with access to information on the Company's latest developments according to the principles of the Information Disclosure Policy. These include information in relation to the Company's key developments, interim and annual results as well as quarterly financial and business review updates. Members of the public can access important announcements through the Stock Exchange of Hong Kong. The website also includes regulatory disclosure information that complies with the applicable requirements set out in the Banking (Disclosure) Rules as stipulated by the Hong Kong Monetary Authority.

The Investor Relations section also includes information on credit ratings, shares and dividends, as well as a corporate calendar with dates of important events.

Shareholders and investors are encouraged to view the Company's corporate materials online to support environmental conservation. The Investor Relations website also includes an e-mail alert service to provide corporate updates on the Company's financial performance and latest developments. Shareholders and other interested parties may register on the website to receive updates by email.

# Overview of Investor Relations Activities in 2019

In 2019, the Company continued its efforts to provide effective channels for communication with the investment community.

#### **Annual General Meeting**

At the Annual General Meeting held in May 2019, Vice Chairmen of the Board, Chairmen and members of the Audit Committee, the Nomination and Remuneration Committee, the Risk Committee and the Strategy and Budget Committee respectively, the Company's senior management and external auditor were present to respond to questions and comments from shareholders. A total of 1,801 registered shareholders and 673 authorised proxies holding an aggregate of 8,605,002,328 shares, representing 81.39% of the Company's total number of shares in issue, were present. Minutes of the 2019 Annual General Meeting were made available to shareholders on the Company's website.

#### **Results Announcements**

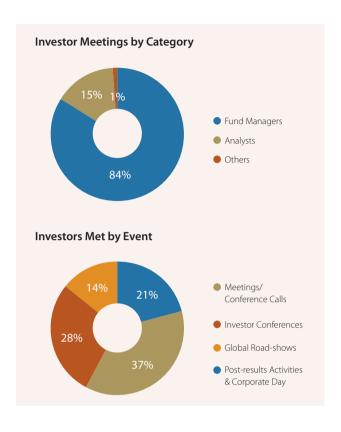
At the Company's 2018 annual results announcement and 2019 interim results announcement, the senior management led by the Chief Executive conducted briefings with analysts and the press to apprise them of the Company's operating and financial results, business strategies and outlook. The presentation materials, announcements, webcasts, financial data pack and transcripts of analyst briefing sessions were available to the public on the Company's website so as to allow investors to closely follow the Company's latest financial data release and communication at the results briefings.

In addition to the interim and annual results announcements, the Company published quarterly financial and business reviews to keep shareholders up-to-date about the Company's performance and financial position.

## Communication with the Investment Community

In 2019, the Company held approximately 160 meetings with equity investors and analysts across the world, with a total attendance of over 500. These meetings, which were conducted to give investors a better understanding of the Company's strategies and new business initiatives, were held during global road-shows, investor conferences, company visits and conference calls. The Company was widely covered by 15 securities research institutions. In order to expand investor base, optimise its geographical distribution and capture the increasing popularity of the Mutual Market Access programme between the Mainland and Hong Kong, the Company proactively conducted visits to institutional investors across the Mainland, the U.S, Europe and Asia covering a wide range of locations including Beijing, Shanghai, Shenzhen, New York, Boston, London, Tokyo, Singapore etc., which earned positive reaction from the investment community.

The Company continued to maintain close communication with the market. In June, it organised a thematic corporate day event – "Century Service of BOC, Makes Living Easier Across GBA", which attracted more than 30 participants from the buy-side and sell-side community with lively discussion at the scene. Through emails, direct dialogue, survey and investor feedback, the Company continued to promote two-way communication. The responses received from investors enabled the Company to better understand its market focus which helped formulate its investor relations plan and continually improve its investor relations practices.



### **Going Forward**

Under the principles of timeliness, fairness and transparency, the Company will continue to pursue proactive investor relations practices, including effective investor relations programmes to keep the investment community adequately informed of the Company's present and future development. The Company will also benchmark its programmes against best practices for continuous improvement and more efficient communication with the investment community.



#### **Investor Relations Contact**

Enquiries can be directed to:

Investor Relations Division BOC Hong Kong (Holdings) Limited 53rd Floor, Bank of China Tower 1 Garden Road, Hong Kong Telephone: (852) 2826 6314 Facsimile: (852) 2810 5830

E-mail: investor\_relations@bochk.com

## **Shareholder Information**

#### Financial Calendar 2020

Major Events	Dates
Announcement of 2019 annual results  Latest time for lodging transfers for entitlement to attend and vote at	27 March (Friday) 19 June (Friday) 4:30 p.m.
the 2020 Annual General Meeting and Extraordinary General Meeting  Book closure period (both days inclusive)  Latest time for ladging prove forms for the 2020 Appeal Congrel Meeting and	22 June (Monday) to 29 June (Monday)
Latest time for lodging proxy forms for the 2020 Annual General Meeting and Extraordinary General Meeting	26 June (Friday) 2:00 p.m.
2020 Annual General Meeting and Extraordinary General Meeting	29 June (Monday) 2:00 p.m. and 2:30 p.m. or immediately after conclusion of the 2020 Annual General Meeting, whichever is later
Last day in Hong Kong for dealing in the Company's shares with entitlement to final dividend	30 June (Tuesday)
Ex-dividend date	2 July (Thursday)
Latest time for lodging transfers for entitlement to final dividend	3 July (Friday) 4:30 p.m.
Book closure period (both days inclusive)	6 July (Monday) to 9 July (Thursday)
Record date for final dividend	9 July (Thursday)
Final dividend payment date	16 July (Thursday)
Announcement of 2020 interim results	Mid to late August

## **Annual General Meeting**

The 2020 Annual General Meeting will be held at 2:00 p.m. on Monday, 29 June 2020 at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong.

#### **Share Information**

#### Listing and Stock Codes

Ordinary Shares	Level 1 ADR Programme	
The Company's ordinary shares are listed and traded on The Stock Exchange of Hong Kong Limited ("HKEX").	The Company maintains a Level 1 ADR facility for its ADSs.  Each ADS represents 20 ordinary shares of the Company.	
Stock codes HKEX 2388 Reuters 2388.HK Bloomberg 2388 HK	Stock codes CUSIP No. 096813209 OTC Symbol BHKLY	

#### Market Capitalisation and Index Recognition

As at 31 December 2019, the Company's market capitalisation was HK\$2,860 billion, among the top 25 leading stocks on the Main Board of Hong Kong Stock Exchange in terms of market capitalisation. Given the Company's market capitalisation and liquidity, its shares are a constituent of Hang Seng Index, MSCI Index, FTSE and CES Belt and Road Index series. In addition, the Company is a constituent of Hang Seng Corporate Sustainability Index Series and Hang Seng High Dividend Yield Index, which recognises its performance in related areas.

#### **Debt Securities**

Issuer : Bank of China (Hong Kong) Limited, a wholly-owned and principal subsidiary of the Company

Listing : The Notes are listed and traded on The Stock Exchange of Hong Kong Limited

#### **Subordinated Notes**

Description : Bank of China (Hong Kong) Limited 5.55% Subordinated Notes due 2020

Issue size : US\$2,500 million\*

Stock codes : HKEX 4316

ISIN USY1391CAJ00 (Regulation S)

US061199AA35 (Rule 144A)

Bloomberg EI1388897

#### **Subordinated Notes**

Description : Bank of China (Hong Kong) Limited 5.90% Undated Non-cumulative Subordinated Additional Tier 1

Capital Securities

Issue size : US\$3,000 million

Stock codes : HKEX 5163

ISIN US06428YAA47 (Regulation S)

US06428JAA79 (Rule 144A)

Bloomberg AU4771195 (Regulation S)

AU4771229 (Rule 144A)

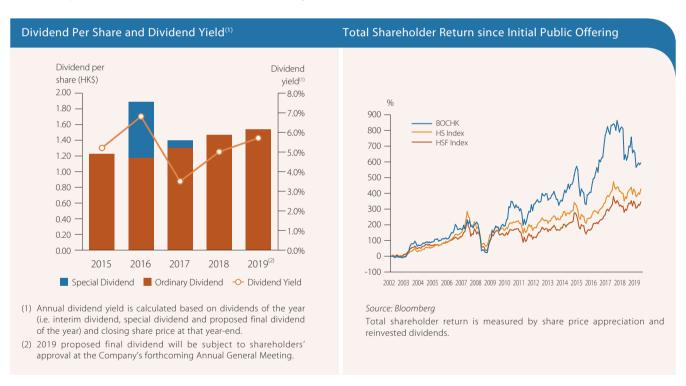
<sup>\*</sup> U.S.\$876,749,000 in aggregate principal amount of the notes were redeemed and cancelled on 14 September 2018. U.S.\$1,623,251,000 of the aggregate principal amount of notes remain outstanding.

#### **Share Price and Trading Information**

Share price (HK\$)	2019	2018	2017	
Closing price at year end	27.05	29.10	39.60	
Highest trading price during the year	35.90	42.15	40.50	
Lowest trading price during the year	25.05	28.50	27.65	
Average daily trading volume (m shares)	11.66	10.85	11.63	
Number of ordinary shares issued (shares)		10,572,780,266		
Public float	A	Approximately 34%		

#### Dividends

The Board of Directors has recommended a final dividend of HK\$0.992 per share, which is subject to the approval of shareholders at the 2020 Annual General Meeting. With the interim dividend per share of HK\$0.545 paid during 2019, the total dividend per share will amount to HK\$1.537 for the full year.



#### Credit Ratings (long-term)

Standard & Poor's:	A+
Moody's Investors Service:	Aa3
Fitch Ratings:	А

## **Shareholding Structure and Shareholder Base**

As at 31 December 2019, the Company had 10,572,780,266 shares in issue of which approximately 34% was held by the public and 0.29% was held in the form of ADSs. The Company's 72,216 registered shareholders were distributed in various parts of the world, including Asia, Europe, North America and Australia. Apart from BOC, the Company is not aware of any major shareholders with a shareholding of more than 5% which has to be reported under the SFO.

During the year, the shareholder structure of the Company remained stable. The following table shows the distribution of ownership according to the register of members which includes registered shareholders and shareholders recorded in the participant shareholding report generated from the Central Clearing and Settlement System as at 31 December 2019:

Category	Number of registered shareholders	% of registered shareholders	Number of shares held by registered shareholders	Approximate % of total issued shares
Individuals Institutions, corporates and nominees Note Bank of China Group Note Total	72,094	99.83	218,909,284	2.07
	121	0.17	3,412,793,226	32.28
	1	0.00	6,941,077,756	65.65
	72,216	100.00	10,572,780,266	100.00

#### Note

As recorded in the register maintained by the Company pursuant to section 336 of the SFO, the total number of shares held by Bank of China Group was 6,984,274,213 shares, representing approximately 66.06% of the total number of shares in issue of the Company as at 31 December 2019. This figure included certain numbers of shares held for Bank of China Group in the securities account opened with BOCI Securities Limited, a participant of the Central Clearing and Settlement System. Accordingly, these shares are included under the category of 'institutions, corporates and nominees'.

## **Shareholder Enquiries**

For any enquiries or requests relating to shareholder's shareholding, e.g. change of personal details, transfer of shares, loss of share certificates and dividend warrants, etc., please send in writing to:

Hong Kong	Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre 183 Queen's Road East, Wan Chai, Hong Kong Telephone: (852) 2862 8555 Facsimile: (852) 2865 0990
	E-mail: hkinfo@computershare.com.hk
USA	Citibank, N.A. Shareholder Services P.O. Box 43077, Providence, Rhode Island 02940-3077, USA Telephone: 1-877-248-4237 (toll free) 1-781-575-4555 (outside USA)
	E-mail: citibank@shareholders-online.com

#### **Other Information**

This Annual Report is available in both English and Chinese. A copy prepared in the language different from that in which you have received is available by writing to the Company's Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or email to bochk.ecom@computershare.com. hk. This Annual Report is also available (in both English and Chinese) on the Company's website at www.bochk.com and the Stock Exchange's website at www.hkexnews.hk. You are encouraged to access the corporate communications of the Company through these websites in lieu of receiving printed copies to help protect the environment. We believe that it is also the most efficient and convenient method of communication with our shareholders.

If you have any queries about how to obtain copies of this Annual Report or how to access the corporate communications on the Company's website, please call the Company's hotline at (852) 2846 2700.