

## 中國工商銀行股份有限公司 INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

(於中華人民共和國註冊成立的股份有限公司)

(a joint stock limited company incorporated in the People's Republic of China with limited liability)

股份代號: Stock Code: 1398

美元優先股股份代號: USD Preference Shares Stock Code: 4620

## NOTIFICATION LETTER 通知信函

6 May 2022

Dear Shareholders,

#### Industrial and Commercial Bank of China Limited (the "Bank")

- Publication of the Circular on the Annual General Meeting for the Year 2021 of the Bank to be held on 23 June 2022, the related Proxy Form and Reply Slip (the "Current Corporate Communication")

The English and Chinese versions of the Current Corporate Communication are available on the Bank's website at <a href="www.hkexnews.hk">www.hcexnews.hk</a>. You may access the Current Corporate Communication by clicking "Investor Relations" on the homepage of the Bank's website then selecting Current Corporate Communication under "Announcements" and viewing the document through Adobe® Reader® or browsing through the HKEXnews website.

Please note that you are entitled at any time to change your choice of language and means of receipt of all future Corporate Communications (Note) or to receive a printed copy of the Current Corporate Communication in your choice of language by giving reasonable notice in writing or simply completing the Change Request Form on the reverse side and send it to the Bank c/o Computershare Hong Kong Investor Services Limited (the "H Share Registrar") by using the mailing label at the bottom of the Change Request Form (a stamp is not needed if posted in Hong Kong). The address of H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send an email with a scanned copy of the Change Request Form to icbc.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Bank's website at <a href="www.ibbc-ltd.com">www.ibbc-ltd.com</a> or the HKEXnews website at <a href="www.ibbc-ltd.com">www.ibbc-ltd.com</a> or the WKEXnews website at <a href="www.ibbc-ltd.com">www.ibbc-ltd.com</a> or the WKEXnews website at <a href="www.ibbc-ltd.com">www.ibbc-ltd.com</a> or the WKEXnews w

Even if you have chosen (or are deemed to have consented) to read the website version of the Current Corporate Communication posted on the Bank's website but for any reason you have difficulty in receiving or gaining access to such website version, the Bank will promptly upon your request send the Current Corporate Communication in printed form to you free of charge.

For those Shareholders who would like to appoint proxies to attend and vote in their stead at the Annual General Meeting of 2021 of the Bank to be held on 23 June 2022, please download the Proxy Form from the Bank's website, and complete, sign and deposit the Proxy Form at the H Share Registrar following the instructions as provided in the Notes to the Proxy Form.

For those Shareholders who intend to attend the Annual General Meeting of 2021 of the Bank to be held on 23 June 2022 in person or by proxy, please download the Reply Slip from the Bank's website, and complete, sign and return the Reply Slip to the Bank or the H Share Registrar following the instructions as provided in the Notes to the Reply Slip.

Should you have any queries relating to any of the above matters, please call the telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays, or send an email to <a href="mailto:icbc.ecom@computershare.com.hk">icbc.ecom@computershare.com.hk</a>.

The Board of Directors of Industrial and Commercial Bank of China Limited

Note: Corporate Communication refers to any document issued or to be issued by the Bank for the information or action of holders of any of the Bank's securities as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form; and (g) a reply slip.

各位股東:

## 中國工商銀行股份有限公司(「本行」)

#### <u>- 將於 2022 年 6 月 23 日舉行之 2021 年度股東年會股東通函、相關代表委任表格及回執(「本次公司通訊」) 之發佈通知</u>

本次公司通訊的中、英文版本現已登載於本行網站(<u>www.icbc-ltd.com</u>)及香港交易所「披露易」網站(<u>www.hkexnews.hk</u>),歡迎瀏覽, 閣下可在本行網站主頁按「投資者關係」一項,再在「公司公告」項下選擇本次公司通訊並使用 Adobe® Reader® 開啟查閱本 次公司通訊,或在香港交易所「披露易」網站瀏覽該等文件。

敬請注意: 閣下如欲更改今後所有公司通訊<sup>(刑 E)</sup>之語言版本及收取方式,或欲收取以 閣下所選擇之語言製備的本次公司通訊的印刷本, 閣下有權在任何時間發出合理書面通知或簡單透過填寫背面的變更申請表,並使用變更申請表下方的郵寄標籤(如在香港投寄無需貼上郵票),寄回本行 H 股證券登記處香港中央證券登記有限公司(「H 股證券登記處」),地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。 閣下亦可把已填妥之變更申請表的掃描副本電郵至 icbc.ecom@computershare.com.hk。 變更申請表亦可於本行網站(www.icbc-ltd.com)或香港交易所「披露易」網站(www.hkexnews.hk)內下載。

閣下如已選擇(或被視為已同意)閱覽在本行網站發佈的本次公司通訊網上版本,但因任何理由以致在收取或接收登載於本行網站上的本次公司通訊出現困難,本行將應 閣下要求立即向 閣下寄發本次公司通訊的印刷版本,費用全免。

股東如欲委任代表出席本行於 2022 年 6 月 23 日舉行之 2021 年度股東年會及於會上代為投票,請於本行網站下載代表委任表格,並根據代表委任表格內附註之指示填寫、簽署,及將代表委任表格送達本行 H 股證券登記處。

股東如欲親身或委任代表出席本行於 2022 年 6 月 23 日舉行之 2021 年度股東年會,請於本行網站下載回執,並根據回執內附註之指示填寫、簽署,及將回執送達本行或 H 股證券登記處。

閣下如對本函内容有任何疑問,請致電電話熱線(852) 2862 8688,辦公時間為星期一至五 (公眾假期除外)上午 9時正至下午 6 時正,或電郵至  $\frac{cbc.ecom@computershare.com.hk}{}$ 。

中國工商銀行股份有限公司 董事會

二零二二年五月六日

# Change Request Form 變更申請表

To: Industrial and Commercial Bank of China Limited (the "Bank")

Stock Code: 1398

USD Preference Shares Stock Code: 4620

c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

中國工商銀行股份有限公司(「本行」)

股份代號:1398

美元優先股股份代號: 4620 經香港中央證券登記有限公司 香港灣仔皇后大道東 183 號 合和中心 17M 樓

I/We have already chosen or are deemed to have consented to read the Current Corporate Communication posted on the Bank's website:

本人/我们	門已選擇或	被視為	已同意	意閱覽	貴行約	罔站所	<b></b>	本次	公司通	訊:														
Part A - 甲 部	I/We wou 本人/我								nicatio	in the i	nanne	er as in	ndic	ated b	elow:									
(Please marl	k (X) in the	followin	g box	請於下	列 <b>空格</b> 內	割上	「 <b>X</b> 」號	)																
	I/We wor 本人/影						in Eng	lish.																
	I/We wor 本人/影						in Chi	nese.																
	I/We wor 本人/影								nd Chi	nese cop	ies.													
Part B - 乙部	I/We wou 本人/我 ONLY ON	們現欲	更改.	以下列	方式收	取り	<b>计</b> 行日包	6公司	通訊之	語言版	本及	收取5	途徑		muni	cation o	f the	Bank	as ii	ndicat	ted bel	ow:		
	to read the <b>notification</b> this option 閱覽在本行	n of the p ); <b>OR</b> 亍網站刊	oublica	tion of	Corpora	te Cor	nmunica	tion o	n the Ba	ink's wel	osite (	In sup	por	t of en	viron	mental	prote	ction,	, the	Bank	k recon	nmends	you to	
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	to read the letter of the 閱覽在本行	publica	tion of	Corpor	ate Com	munic	ation on	the B	ank's w	ebsite; O	R				-					-	; and re	eceive a	notifi	cation
	to receive 僅收取所							Corp	orate C	ommuni	catio	n ONL	LY;	OR										
	to receive 僅收取所							Corp	orate C	Commun	icatio	n ONI	LY;	OR										
	to receive 同時收取戶								s of all	future C	orpoi	ate C	omn	nunica	tion.									
Date										Sign	atur	e(s)												

#### 日期 Notes M#

註:
Please complete all your details clearly. Please specify your name and address clearly in ENGLISH BLOCK LETTER on the top left hand corner in this Change Request Form if you download this Form from the Bank's website or the HKEXnews' website.

ii 图下海线域系所有资料。倘若 图下後本行網站或香港交易所披露易網站下載本變更申請表,請於本表格左上方用英文正楷清楚註明 图下的姓名及地址。

By electing to read the Website Version of the Corporate Communication published on the Bank's website in place of receiving printed complex you have expressly consented to waive the right to receive the Corporate Communication in printed form.

Communication in printed form.

「電景得測度在本行網站發出之公司通訊網上版本以代替收取印刷本後,图下已明示同意放棄收取公司通訊印刷本的權利。

簽名

- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Bank in respect of the joint holding should sign on this Change Request Form in order to be valid. 如屬聯名股東,則本變更申請表須由該名於本行股東名冊上就聯名持有股份其姓名位列首位的股東簽署,方為有效。
- 如屬聯名股東,則本變更申請表須由談名於本行股東名冊上就聯名持有股份其处名位列首位的股東簽署,方為有效。
  Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.

  如此在未表榜作出態海—現職港、或未有作出遗海—或非人作出遗海、或未有容蓄、或在其他方面填落不正確,則本老格將會作廢。
  The above instruction will apply to all future Corporate Communication to be sent to shareholders of the Bank until you notify otherwise by reasonable notice in writing or by email to iche.ecom@computershare.com.hk to the Bank color Bank's H Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
  上地市港用於將來密發子本行股東之所有公司通訊,直至 閣下發出合理時間的書面通知或以電郵方式到 iche.ecom@computershare.com.hk 于本行之H股證券登記處香港中央證券登記處香港中央證券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北部談合和中心17M機分行經費得為止。
  Shareholders are entitled to change the choice of means of receipt and language of the Corporate Communication at any time by reasonable notice in writing or by email to iche.ecom@computershare.com.hk to the Bank's H Share Registrar.

  股東有權關步署出台理時間的書面通知或以電郵方式到 iche.ecom@computershare.com.hk 下本行之H股證券登記處,要求更改公司通訊之收取方式及語言版本。
  For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
  為免存疑,任何在本變更申請表上的額外手為指示。本行將不予處理。
  Please note that both printed English and Chinese versions of all the Bank's Corporate Communication which we have sent to our Shareholders in the past 12 months are available from the Bank on request. They are also available on the Bank we bestie (aww.iche-lid.com) for five years from the date of first publication.

  本行循系形態之上應用了的下作與主席下的中華公教育和文學、表面不可能用的主意,是可能用的主意,是可能用的主意,是可能用的主意,是可能用的主意,可

### Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freepost No. 簡便回郵號碼:37 Hong Kong 香港

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

No postage is necessary if posted in Hong Kong.

閣下寄回本申請表格時,請將郵寄標籤剪貼於信封上 如在本港投寄,閣下無需支付郵費或貼上郵票。

#### Get in touch with us 與我們聯繫

Send us an enquiry Rate our service Lodge a complaint



Contact Us 聯繫我們

www.computershare.com/hk/contact