

22 April 2024

Dear non-registered shareholder(s),

## Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Bank of Qingdao Co., Ltd.\* (the "Company") is writing to inform you that the Bank has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents issued or to be issued by the Bank 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 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Bank at [www.qdccb.com](http://www.qdccb.com) and the HKEXnews website of The Stock Exchange of Hong Kong Limited ("Stock Exchange") at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies. You need to proactively check the Company's website and the HKEXnews website to keep up with the publication of Corporate Communications. The Shareholders who wish to be notified of Corporate Communications may subscribe to the free News Alert service on the Stock Exchange's website ([www.hkexnews.hk](http://www.hkexnews.hk)).

**As a non-registered shareholder, if you wish to receive the Actionable Corporate Communications<sup>(Note)</sup> from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries") to make necessary and effective arrangements and provide your address or email address to your Intermediaries (where applicable).**

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the Company's Hong Kong share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or send an email to [ir@qdbankchina.com](mailto:ir@qdbankchina.com) specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction will remain valid starting from the receipt date of your instruction until the instruction has been revoked or superseded or until the time when the Bank publishes its next annual report in the following year (whichever is earlier). Therefore, further request in writing will be required if a shareholder prefers to continue receiving printed copy of future Corporate Communications.

Yours faithfully,  
By order of the Board  
**Bank of Qingdao Co., Ltd.\***  
Jing Zailun  
Chairman

*Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder, including but not limited to election forms in connection with a dividend payment (e.g. choice of scrip or cash dividend, currency); excess application forms or provisional allotment letters in connection with a rights issue; and acceptance forms in connection with takeovers, mergers and share buy-backs (including acceptance forms in general offers and acceptance and approval form in partial offers).*

\* Bank of Qingdao Co., Ltd. is not an authorized institution within the meaning of the Banking Ordinance (Chapter 155 of the Laws of Hong Kong), not subject to the supervision of the Hong Kong Monetary Authority, and not authorized to carry on banking and/or deposit-taking business in Hong Kong.

各位非登記股東：

## 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下《香港聯合交易所有限公司證券上市規則》（「上市規則」）第 2.07A 條，青島銀行股份有限公司\*（「本行」）謹此通知閣下，本行已採用以電子方式發布公司通訊（「公司通訊」）之安排，公司通訊是指本行已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，包括但不限於(a) 董事報告、年度帳目以及審計報告副本以及（如適用）財務摘要報告；(b) 中期報告及其中期報告摘要（如適用）；(c) 會議通知；(d) 上市文件；(e) 通函和 (f) 委任表格。

請注意，所有未來公司通訊的英文版和中文版將在本行網站 [www.qdccb.com](http://www.qdccb.com) 和香港聯合交易所有限公司（「聯交所」）披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。閣下需要主動查看本行網站和披露易網站以留意公司通訊的發布。有意接收公司通訊通知的股東可於聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))免費訂閱「訊息提示」服務。

作為非登記股東，如有意根據上市規則收取可供採取行動的公司通訊<sup>(附註)</sup>，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），作出必要、有效安排並向閣下的中介公司提供閣下的地址或電子郵件地址（如適用）。

若閣下希望收取公司通訊之印刷本，請填妥本函背頁之回條並交回本行的香港股份過戶登記處（「股份過戶處」）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 樓或發送電子郵件至 [ir@qdbankchina.com](mailto:ir@qdbankchina.com)，並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意，收取日後公司通訊印刷本之指示由收悉閣下指示當日起將一直有效，直至指示被撤銷或取代，或直至本行於翌年刊發下一份年報為止（以較早者為準）。因此，如果股東希望繼續接收未來公司通訊的印刷本，則需要再提出書面要求。

承董事會命  
青島銀行股份有限公司\*  
景在倫  
董事長  
謹啟

2024 年 4 月 22 日

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊，包括但不限於與派付股息有關的選擇表格（例如選擇以股代息或現金股息、貨幣）；額外申請表格或有關供股的暫定配額通知書；及有關收購、合併及股份回購的接納表格（包括全面要約的接納表格及部分要約的接納及批准表格）。

\* 青島銀行股份有限公司並非一家根據銀行業條例（香港法例第 155 章）之認可機構，並不受限於香港金融管理局的監督，亦不獲授權在香港經營銀行及/或接受存款業務。

**REPLY FORM 回條**

**To: Computershare Hong Kong Investor Services Limited**  
(The "Share Registrar")  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

**致: 香港中央證券登記有限公司**  
(「股份過戶處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

**REMINDER 提示**

**As a non-registered shareholder, if you wish to receive the Actionable Corporate Communications<sup>#</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") to make necessary and effective arrangements and provide your address or email address to your Intermediaries (where applicable).**

作為非登記股東，如有意根據《上市規則》收取公司通訊<sup>#</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），作出必要、有效安排並向閣下的中介公司提供閣下的地址或電子郵件地址（如適用）。

**Request for Corporate Communications<sup>\*</sup> in printed form / 要求收取公司通訊<sup>\*</sup>印刷版**

I/we would like to receive future Corporate Communications<sup>\*</sup> in printed form and noted that this instruction will remain valid starting from the receipt date of instruction until the instruction has been revoked or superseded or until the time when the Company publishes its next annual report in the following year (whichever is earlier). Therefore, further request in writing will be required if a shareholder prefers to continue receiving printed copy of future Corporate Communications. (Please mark "✓" in the below box if applicable)

本人／我們欲收取未來公司通訊<sup>\*</sup>的印刷版，並已知悉本指示由收取指示日期起計將一直有效，直至指示被撤銷或取代，或直至公司於翌年刊發下一份年報為止（以較早者為準）。因此，如果股東希望繼續接收未來公司通訊的印刷本，則需要再提出書面要求。 (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): Bank of Qingdao Co., Ltd.  
上市公司（「公司」）名稱：青島銀行股份有限公司

English Version 英文版本

Chinese Version 中文版本

English and Chinese Version 英文及中文版本

**Name(s) of Non-registered holder(s):**  
非登記股東姓名：

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

**Signature(s):** (Note 3)  
簽名：(附註 3)

**Contact number:**  
聯絡電話號碼：

**Date:**  
日期：

**Notes:****附註：**

- This Reply Form is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications\*). This return is issued to non-registered shareholders (non-registered shareholders refer to shareholders whose shares are held in CCASS and who have notified the Company of their wish to receive Corporate Communications\*) issued by the Company.
- Please complete all your details clearly.  
請清楚填寫所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.  
如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- If you mark "✓" in the box, no email address will be registered and only Corporate Communications\* in printed form will be received.  
如閣下在方格內劃上「✓」號，將不會有電子郵件地址被登記，只有公司通訊\*的印刷版會被收取。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.  
為免存疑，在本回條上的任何額外指示，公司將不予處理。

\* Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form.

除非另有註明，公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

# Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder, including but not limited to election forms in connection with a dividend payment (e.g. choice of scrip or cash dividend, currency); excess application forms or provisional allotment letters in connection with a rights issue; and acceptance forms in connection with takeovers, mergers and share buy-backs (including acceptance forms in general offers and acceptance and approval form in partial offers).

可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利的公司通訊，包括但不限於與派付股息有關的選擇表格（例如選擇以股代息或現金股息、貨幣）；額外申請表格或有關供股的暫定配額通知書；及有關收購、合併及股份回購的接納表格（包括全面要約的接納表格及部分要約的接納及批准表格）。

**PERSONAL INFORMATION COLLECTION STATEMENT****收集個人資料聲明**

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").  
本聲明中所指的「個人資料」與香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊的事宜上。閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料，本公司可能無法處理閣下在本回條上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.  
公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk).  
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

**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 form to us.

**No postage is necessary if posted in Hong Kong.**

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。