



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Codes 股份代號：2388 (HKD counter 港幣櫃台) and 及82388 (RMB counter 人民幣櫃台))

NOTIFICATION LETTER 通知信函

25 April 2024

Dear Non-registered Holder¹,

BOC Hong Kong (Holdings) Limited (the "Company")

— **Notice of Publication of (a) 2023 Annual Report; (b) Circular containing Notice of 2024 Annual General Meeting; (c) Proxy Form for 2024 Annual General Meeting (collectively the "Current Corporate Communications"); and (d) Sustainability Report 2023**

The English and Chinese versions of the Company's Current Corporate Communications are now available in the "Investor Relations" section of the Company's website at www.bochk.com and the website of Hong Kong Exchanges and Clearing Limited ("HKEx") at www.hkexnews.hk. The Annual General Meeting of the Company will be held as a hybrid meeting on Thursday, 27 June 2024 at 2:00 p.m. at Four Seasons Grand Ballroom, Level 2, Four Seasons Hotel Hong Kong, 8 Finance Street, Central, Hong Kong with online access through an online platform.

If you wish to receive email notification of future Corporate Communications² to be issued by the Company including but not limited to, the annual reports and accounts, interim reports, notices of meetings, listing documents, circulars and proxy forms, please liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries. If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company's website and the HKEx's website to keep up with the publication of Corporate Communications.

If you wish to receive printed version of future Corporate Communications to be issued by the Company, please complete the Request Form overleaf and return it to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar") by sending a scanned copy of the Request Form duly completed and signed to the Share Registrar via email to bochk.com@computershare.com.hk or 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 the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. The Request Form may also be downloaded from the Company's website at www.bochk.com or HKEx's website at www.hkexnews.hk. Any such request will remain valid 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). Please note that you must complete and return a fresh Request Form, if you wish to continue to receive Corporate Communications in printed form.

The Sustainability Report 2023 is published in electronic form and available on the Company's website at www.bochk.com and HKEx's website at www.hkexnews.hk.

Should you have any queries relating to any of the above matters, please contact the Company 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
Luo Nan
Company Secretary

Notes:

- This letter is addressed to non-registered holders of the Company ("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 to receive corporate communications of the Company). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form overleaf.*
- "Corporate Communication(s)" which mean any document issued or to be issued by the Company for the information or action of holders of any of its shares or securities, including but not limited to (a) annual report and accounts; (b) interim report; (c) a notice of a shareholder meeting; (d) a listing document; (e) a circular and (f) a proxy form.*

敬啟者：

中銀香港(控股)有限公司(「本公司」)

— (a)2023年報；(b)載有2024年股東週年大會通告之通函；(c)2024年股東週年大會代表委任表格(合稱「本次公司通訊」)的刊發通知；及(d)2023年可持續發展報告

本公司的本次公司通訊的中、英文版本現已上載於本公司網站(www.bochk.com)「投資者關係」一節及香港交易及結算所有限公司(「香港交易所」)網站(www.hkexnews.hk)。本公司訂於2024年6月27日(星期四)下午2時正以混合會議方式假座香港中環金融街8號香港四季酒店2樓四季大禮堂及透過網上平台舉行股東週年大會。

如閣下欲收取本公司日後將會刊發的公司通訊²的電郵通知，包括但不限於年報及賬目、中期報告、會議通告、上市文件、通函及代表委任表格，請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」)，並向閣下的中介公司提供閣下的電子郵件地址。如本公司沒有從中介公司收到閣下的有效電子郵件地址，直至中介公司收到閣下有效的電子郵件地址前，閣下或將(i)無法收到任何有關發佈公司通訊的通知；及(ii)需要主動瀏覽本公司網站和香港交易所網站以留意公司通訊的發佈。

倘若閣下欲收取本公司日後將會刊發的公司通訊的印刷本，請填妥在本函背面的要求表格，填妥及簽署要求表格後，將已掃描副本以電郵方式傳送至本公司股份登記處香港中央證券登記有限公司(「股份登記處」) bochk.com@computershare.com.hk，或使用該要求表格底部隨附的郵寄標籤寄回股份登記處(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樓的股份登記處。閣下亦可於本公司網站(www.bochk.com)或香港交易所網站(www.hkexnews.hk)內下載該要求表格。任何該等要求將有效直至被撤回或取代或直至本公司於翌年刊發其下一份年報為止(以較早者為準)。請注意，如閣下有意繼續收取公司通訊之印刷本，閣下則必須填妥及交回新的要求表格。

2023年可持續發展報告以電子形式載於本公司網站並登載於聯交所網站。

如閣下對本函內容有任何疑問，請致電本公司查詢熱線(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。

此致

各位非登記持有人

代表
中銀香港(控股)有限公司
公司秘書
羅楠
謹啟

2024年4月25日

附註：

- 此函件乃向本公司的非登記持有人(「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本公司發出通知，希望收到本公司公司通訊)發出。如果閣下已經出售或轉讓所持有的本公司股份，則無須理會本函件及背面所附要求表格。
- 「公司通訊」乃指本公司已發出或將會發出以供其任何股份或證券持有人參照或採取行動的任何文件，其中包括但不限於(a)年報及賬目、(b)中期業績報告、(c)股東大會通告、(d)上市文件、(e)通函及(f)代表委任表格。

REQUEST FORM 要求表格

To: **BOC Hong Kong (Holdings) Limited ("BOCHK")**
(Stock Code: 2388 (HKD counter) and 82388 (RMB counter))
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wan Chai, Hong Kong

致：中銀香港(控股)有限公司(「中銀香港」)
(股份代號：2388(港幣櫃台)及82388(人民幣櫃台))
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

REMINDER 提示

As a non-registered shareholder, 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") and provide your email address to your Intermediaries.

作為非登記股東，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」)，並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive printed version of the Corporate Communications^{Note 1} of BOCHK in the manner as indicated below:
本人/吾等希望以下列方式收取中銀香港公司通訊文件^{附註1}的印刷版本：

(Please tick **ONLY ONE box**^{Note 2})
(請以「✓」號選擇一項^{附註2})

- to receive the **printed English version** only; or
只收取英文印刷本；或
- to receive the **printed Chinese version** only; or
只收取中文印刷本；或
- to receive **both printed English and Chinese versions**.
收取英文及中文印刷本。

Contact telephone number(s):

聯絡電話號碼：_____

Signature(s) :

簽名：_____

Date:

日期：_____

Notes 附註：

- Corporate Communication(s) refer to any document issued or to be issued by BOCHK for the information or action of holders of any of its shares or securities, including but not limited to (a) annual report and accounts; (b) interim report; (c) a notice of a shareholder meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
公司通訊文件指中銀香港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)：(a)年報及賬目、(b)中期報告、(c)會議通告、(d)上市文件、(e)通函及(f)代表委任表格。
- 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.
在本要求表格只可選擇一項。如在本要求表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本要求表格將會作廢。
- Please complete all your details clearly.
請閣下清楚填妥所有資料。
- 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。
- The above instructions will apply to the Corporate Communications to be sent to you until the time when BOCHK publishes its next annual report in the following year or unless you have at any time ceased to have shareholdings in BOCHK.
上述指示將適用於將發送至閣下的所有公司通訊文件，直至中銀香港於翌年刊發下一份年報或閣下任何時候停止持有中銀香港的股份。
- For the avoidance of doubt, we do not accept any other instructions given on this Request Form.
為免存疑，任何在本要求表格上的額外指示，中銀香港將不予處理。

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.

當閣下寄回本要求表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下毋須支付郵費或貼上郵票。