



中國國際航空股份有限公司

AIR 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)

(Stock Code 股份代號: 00753)

## NOTIFICATION LETTER 通知信函

9 April 2020

Dear Investor<sup>(Note 1)</sup>,

**Air China Limited (the "Company")**  
**- Notice of Annual General Meeting (the "Current Corporate Communication")**

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at [www.airchina.com.cn](http://www.airchina.com.cn) and the HKEXnews' website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication by clicking "Investor Relations" on the home page of our website and select "Announcements" or by browsing the HKEXnews's website.

If you would like to receive a printed version of the Corporate Communication<sup>(Note 2)</sup> (including current and all future Corporate Communication), please complete, sign and return the Request Form overleaf (which may also be downloaded from the websites mentioned above) to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar") by post using the mailing label at the bottom of the Request Form (no stamp is needed if posted in Hong Kong). The address of the Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send a scanned copy of the Request Form by email to [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk).

Should you have any queries relating to any of the above matters, please call the Hong Kong Share Registrar's enquiry hotline at (852) 2862 8688 during business hours (9:00 am to 6:00 pm, Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Air China Limited**  
**Zhou Feng Tam Shuit Mui**  
Joint Company Secretaries

*Note 1: This letter is being sent to the non-registered shareholders of the H shares of the Company, whose H shares are held in Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Corporate Communication. If you have sold or transferred your H shares in the Company, please disregard this letter and the Request Form enclosed.*

*Note 2: Corporate Communication includes but not limited to (a) directors' report, annual accounts together with a copy of the auditors' report and, where applicable, summary financial report; (b) interim report and where applicable, summary interim report; (c) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.*

致投資者<sup>(附註 1)</sup>：

**中國國際航空股份有限公司 (「本公司」)**  
**- 股東週年大會通告 (「本次公司通訊文件」)**

本公司的本次公司通訊文件之中、英文版本已上載於本公司網站([www.airchina.com.cn](http://www.airchina.com.cn))及香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))。請在本公司網站主頁按「投資者關係」一項，再選擇「公告和新聞」或在香港交易所披露易網站瀏覽有關文件。

如閣下欲收取公司通訊文件<sup>(附註 2)</sup> (包括本次及將來所有的公司通訊文件)之印刷本，請閣下填妥在本函背面的申請表格(該表格亦可於上述網站下載)，並使用申請表格下方的郵寄標籤經香港中央證券登記有限公司(「香港證券登記處」)寄回本公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓(如在香港投寄並毋須貼上郵票)。閣下亦可把已填妥之申請表格的掃描副本電郵到 [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk)。

如對本函內容有任何疑問，請於辦公時間內(星期一至五上午 9 時至下午 6 時，香港公眾假期除外)致電香港證券登記處電話查詢熱線 (852) 2862 8688。

代表  
中國國際航空股份有限公司  
周峰 譚雪梅  
聯席公司秘書  
謹啟

2020 年 4 月 9 日

*附註 1: 本函件收件對象為本公司 H 股非登記股份持有人。該等人士的 H 股股份存放於中央結算及交收系統(中央結算系統)並他們已經通過香港中央結算有限公司通知本公司，希望收到公司通訊文件。如果閣下已出售或轉讓所持有的本公司 H 股股份，則無需要理會本函件及所附申請表格。*

*附註 2: 公司通訊文件包括但不限於: (a) 董事會報告、年度財務報表連同核數師報告及如適用，財務摘要報告; (b) 中期報告及如適用，中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通函; (f) 委任代表表格; 及 (g) 回條。*



## Request Form 申請表格

To: Air China Limited (the "Company")  
(Stock Code: 00753)  
c/o Computershare Hong Kong Investor Services Limited  
(the "Hong Kong Share Registrar")  
17M Floor  
Hopewell Centre, 183 Queen's Road East  
Wanchai, Hong Kong

致：中國國際航空股份有限公司（「本公司」）  
(股份代號：00753)  
經香港中央證券登記有限公司  
(「香港證券登記處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive the **CURRENT & ALL FUTURE** Corporate Communication of the Company as indicated below:  
本人/我們現在希望以下列方式收取**本次及將來**所有公司通訊文件：

(Please mark **ONLY ONE (X)** of the following boxes)  
(請從下列選擇中，僅在其中一個空格內劃上「X」號)

to receive a printed notification letter informing me/us that the Corporate Communication has been published on the Company's website ([www.airchina.com.cn](http://www.airchina.com.cn)) and the HKEXnews' website ([www.hkexnews.hk](http://www.hkexnews.hk)) and read the Corporate Communication published on the Company's and the HKEXnews' websites (the "Website Version") instead of receiving printed copies; OR  
收取有關公司通訊文件已在本公司網站([www.airchina.com.cn](http://www.airchina.com.cn))及在香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))刊發之通知及在網上瀏覽公司通訊文件（「網上版本」），以代替印刷本；或

I/We would like to receive both the printed English and Chinese copies now.  
本人/我們現在希望收取英文和中文各一份印刷本。

Name(s)<sup>#</sup>  
姓名<sup>#</sup>

Signature  
簽名

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

Address<sup>#</sup>  
地址<sup>#</sup>

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

Contact telephone number  
聯絡電話號碼

Date  
日期

# You are required to fill in the details if this request form is downloaded from the Company's or the HKEXnews' websites.  
假如你從本公司或香港交易所披露易網站下載本申請表格，請必須填上有關資料。

Notes:  
附註：

- Please complete this form clearly.  
請 閣下清楚填妥本表格。
- This Request Form is to be completed by the non-registered shareholders of the H shares of the Company, whose H shares are held in Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Corporate Communication.  
本申請表格應由本公司 H 股非登記股份持有人填寫。該等人士的 H 股股份存放於中央結算及交收系統(中央結算系統)並他們已經通過香港中央結算有限公司通知本公司，希望收到公司通訊文件。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本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，則本表格將會作廢。
- The above instruction will apply to the **CURRENT & ALL FUTURE** Corporate Communication to be sent to you until you notify the Company c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Company.  
上述指示適用於**本次及將來**發送予 閣下之所有公司通訊文件，直至 閣下通知本公司經香港中央證券登記有限公司另外之安排或任何時候停止持有本公司的股份。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上的額外手寫指示，本公司將不予處理。

\* The Current Corporate Communication of the Company refers to Notice of Annual General Meeting, Form of Proxy for Annual General Meeting and Annual General Meeting Notice of Attendance.  
本申請表格所提及之本公司本次公司通訊文件指股東週年大會通告、股東週年大會代表委任表格及股東週年大會出席通知。

## 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 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)