



# 中國東方航空股份有限公司

## CHINA EASTERN AIRLINES CORPORATION LIMITED

(在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: 00670)

### NOTIFICATION LETTER 通知信函

30 October 2020

Dear H shares shareholder,

#### China Eastern Airlines Corporation Limited (the "Company")

#### Notice of publication of Circular of the Company: (1) Continuing Connected Transactions in relation to the Catering and Aircraft On-board Supplies Support Agreement; and (2) Continuing Connected Transactions Adjustments to the Passenger Aircraft Bellyhold Space Contractual Operation Proposal and Related Annual Caps (the "Current Corporate Communication")

The English and Chinese versions of the Current Corporate Communication are available on the Company's website at [www.ceair.com](http://www.ceair.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication on those websites. On the Company's website, the Current Corporate Communication can be found under the "Investor Relations" section by clicking "About China Eastern" under the section headed "About Us" on the home page.

Shareholders may at any time choose to receive the Corporate Communications free of charge<sup>(Note)</sup> either in printed form, or access the electronic version on the websites, notwithstanding any wish to the contrary they have previously conveyed to us. Even if you have chosen (or are deemed to have consented) to receive the website version of the Corporate Communications but for any reason you have difficulty in receiving or gaining access to any of the Corporate Communications, the Company will promptly send those Corporate Communications to you in printed form free of charge upon your request.

If you want to receive a printed version of the Current Corporate Communication, please complete the request form on the reverse side of this letter (the "Request Form") and send it to the Company c/o Hong Kong Registrars Limited (the "Hong Kong Share Registrar") by post using the mailing label at the bottom of the Request Form (a stamp need not be affixed if it is being 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. The Request Form may also be downloaded from the above websites. You may also send an email with the scanned copy of the Request Form to [cea.ecom@computershare.com.hk](mailto:cea.ecom@computershare.com.hk).

If you would like to change your means of receipt of Corporate Communications in the future, please write to the Company c/o the Hong Kong Share Registrar at the above address or send an email to [cea.ecom@computershare.com.hk](mailto:cea.ecom@computershare.com.hk).

Should you have any queries relating to any of the above matters, please contact us by calling the hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays).

Yours faithfully,  
for and on behalf of  
**China Eastern Airlines Corporation Limited**  
**Wang Jian**  
Company Secretary

Note: "Corporate Communications" refers to any documents issued or to be issued by the Company for your information or action, including but not limited to (a) annual reports (including but not limited to directors' reports, annual accounts together with auditors' reports) and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; (f) proxy forms; and (g) reply slips.

各位 H 股股東：

#### 中國東方航空股份有限公司（「本公司」）

#### 本公司關於：(1)航食和機供品保障協議持續關連交易；及(2)調整客機腹艙承包經營方案及相關年度上限持續關連交易通函之發佈通知（「本次公司通訊文件」）

本次公司通訊文件的中、英文版本已上載於本公司網站 [www.ceair.com](http://www.ceair.com) 及香港聯合交易所有限公司網站 [www.hkexnews.hk](http://www.hkexnews.hk)。請在該等網站瀏覽本次公司通訊文件。本次公司通訊文件可在本公司主頁按「走進東航」（「關於東航」項下），再在「投資者關係」一項下選取。

儘管閣下早前曾向本公司作出公司通訊文件<sup>(附註)</sup>收取方式的選擇，但仍可以隨時更改有關選擇，轉為以收取印刷本或於網上閱覽電子版，費用全免。如閣下已選擇（或被視為同意）以網上方式收取公司通訊文件但因任何理由未能閱覽載於網站的任何公司通訊文件，閣下只要提出要求，我們將盡快向閣下寄上所要求的公司通訊文件之印刷本，費用全免。

如閣下欲收取本次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（「申請表格」），並使用隨附之郵寄標籤寄回，如在香港投寄則毋須貼上郵票。申請表格請經香港證券登記有限公司（「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。申請表格亦可於上述網站內下載。此外，閣下亦可以電郵方式發送申請表格掃描本到 [cea.ecom@computershare.com.hk](mailto:cea.ecom@computershare.com.hk)。

如閣下欲更改日後收取公司通訊文件之收取途徑，請以書面要求經香港證券登記處送交到本公司或以電郵方式 [cea.ecom@computershare.com.hk](mailto:cea.ecom@computershare.com.hk) 送交。

如對本函內容有任何疑問，請致電香港證券登記處電話熱線 (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。

代表  
中國東方航空股份有限公司  
汪健  
公司秘書  
謹啟

二零二零年十月三十日

附註：「公司通訊文件」指任何由本公司刊印或將會刊印以供參考或行動的文件，包括但不限於：(a) 年度報告（包括但不限於董事會報告、年度財務報表連同核數師報告）及財務摘要報告（如適用）；(b) 中期報告及中期摘要報告（如適用）；(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: China Eastern Airlines Corporation Limited (the "Company")**  
**(Stock code: 00670)**  
 c/o Hong Kong Registrars Limited  
 (the "Hong Kong Share Registrar")  
 17M Floor,  
 Hopewell Centre, 183 Queen's Road East,  
 Wanchai, Hong Kong

**致：中國東方航空股份有限公司（「公司」）**  
**（股份代號：00670）**  
 經香港證券登記有限公司  
 （「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 have already chosen (or are deemed to have consented) to access the Current Corporate Communication (as defined in this letter on the reverse side) posted on the Company's website ([www.ceair.com](http://www.ceair.com)) and the website of The Hong Kong Stock Exchange Limited ([www.hkexnews.hk](http://www.hkexnews.hk)) and I/we would like to receive a printed version of the Current Corporate Communication now. Please send the same to the address provided as follows:

本人／我們已選擇（或被視為已同意）瀏覽公司網站 ([www.ceair.com](http://www.ceair.com)) 及香港聯合交易所有限公司網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 所登載之本次公司通訊文件(定義見背面之信函)，但現在希望收取本次公司通訊文件之印刷本。請郵寄至以下地址：

Name(s) of Shareholder(s)<sup>#</sup>  
 股東姓名<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

<sup>#</sup> You are required to fill in the details if you download this request form from the Company's website or the website of The Stock Exchange of Hong Kong Limited.  
 假如閣下從本公司網站或香港聯合交易所有限公司網站下載本申請表格，請必須填上有關資料。

## Notes 附註：

- Please complete all your details clearly.  
請閣下清楚填妥所有資料。
  - If your shares are held in joint names, the shareholder whose name stands first on the H shares share register of the members of the Company in respect of the joint holding should sign on this Request Form in order for this Request Form to be valid.  
如屬聯名股東，則本申請表格須由該名於公司 H 股股東名冊上就聯名持有股份其姓名位列首位的股東簽署，本申請表格方為有效。
  - We do not accept any special or other instructions written on this Request Form.  
任何在本申請表格上手寫的額外或其它指示，公司將不予處理。
  - Please note that both printed English and Chinese versions of all Corporate Communications (as defined in this letter on the reverse side) which we have sent to our H shares shareholders in the past 12 months are available upon request. They are also available on the Company's website for five years from the date of first publication.  
公司備有於過去 12 個月曾寄發予 H 股股東的公司通訊文件(定義見背面之信函)的中、英文版印刷本。該等公司通訊文件亦由首次登載日期起計，持續 5 年載於公司網站上。
- \* The Current Corporate Communication of the Company refers to Circular of 2020 Second Extraordinary General Meeting.  
本申請表格所提及之公司本次公司通訊文件指 2020 年第二次臨時股東大會通函。

## 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)