



DRC Bank

Dongguan Rural Commercial Bank Co., Ltd. *

東莞農村商業銀行股份有限公司 *

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

(於中華人民共和國註冊成立的股份有限公司)

(Stock code: 9889)

(股份代號: 9889)

8 October 2021

Dear Non-registered Holders of H Shares ^(Note 1),

Election of Language and Means of Receipt of Corporate Communications

To facilitate future distribution of corporate communications ^(Note 2) of the Bank ("Corporate Communications"), the Bank is making available the following options for you to receive future Corporate Communications:

- (i) to access all future Corporate Communications on the Bank's website instead of receiving printed copies, and receive a notification letter of the publication of the Corporate Communications on the Bank's website by post; or
- (ii) to receive the printed English version of all future Corporate Communications by post only; or
- (iii) to receive the printed Chinese version of all future Corporate Communications by post only; or
- (iv) to receive both the printed English and Chinese versions of all future Corporate Communications by post.

Please note that, irrespective of the option that you have chosen, the English and Chinese versions of future Corporate Communications of the Bank will be available on the Bank's website at www.drcbank.com and the HKEXnews' website at www.hkexnews.hk. In support of environmental protection, we recommend you select the first option.

Please complete the Request Form on the reverse side and sign and return it to the Bank c/o the Bank's H share registrar, Computershare Hong Kong Investor Services Limited. You may return your reply by (i) sending an email with a scanned copy of the Request Form to drcbank.ecom@computershare.com.hk or (ii) by post to 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, using the mailing label at the bottom of the Request Form, and there is no need to affix a stamp if posted in Hong Kong. The Request Form may also be downloaded from the Bank's website at www.drcbank.com or the HKEXnews' website at www.hkexnews.hk.

Notwithstanding any option chosen, you have the right at any time by reasonable notice in writing by post at the address above or by email at drcbank.ecom@computershare.com.hk to the Bank c/o the H Share Registrar to change the choice of language and/or means of receipt of the Corporate Communications or to request the relevant Corporate Communications to be sent to you in printed form free of charge.

If the Bank does not receive a completed Request Form from you by 12 November 2021, we will only send you a notification letter that Corporate Communication has been made available on the Bank's website with instructions in accessing such Corporate Communication by post, together with a Request Form for you to request the printed version (English or Chinese or both) of such Corporate Communication unless and until we receive a completed Request Form from you.

Should you have any queries in relation to this letter, please call the telephone hotline of the H Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By order of the Board
Dongguan Rural Commercial Bank Co., Ltd.
Wang Yaoqiu
 Chairman

Notes

1. This letter is addressed to non-registered holders of H shares, being person(s) and company(ies) whose shares in the Bank are held in the Central Clearing and Settlement System (CCASS), who notify the Bank through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communication of the Bank. If you have sold or transferred all your shares in the Bank, please disregard this letter and the Request Form on the reverse side.
2. Corporate Communication refers to any document issued or to be issued by the Bank for the information or action of holders of its H Shares, including but not limited to: (a) annual reports and its summary financial reports (where applicable) (and all reports and accounts contained therein); (b) interim reports and its summary interim reports (where applicable) (and all reports and accounts contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

* Dongguan Rural Commercial Bank 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 H 股股東 ^(附註 1) :

選擇收取公司通訊之語言版本及途徑之通知

為方便本行日後的公司通訊的分發，本行現向閣下提供下列選項以收取本行日後的公司通訊 ^(附註 2) (「公司通訊」)：

- (i) 在本行網站閱覽日後所有公司通訊之網上版本以代替印刷本以代替收取印刷本，並以郵寄方式收取有關公司通訊已在本行網站刊發之通知；或
- (ii) 僅以郵寄方式收取所有日後的公司通訊之英文印刷本；或
- (iii) 僅以郵寄方式收取所有日後的公司通訊之中文印刷本；或
- (iv) 以郵寄方式同時收取所有日後的公司通訊之英文及中文印刷本。

請注意，無論閣下選擇哪個選項，本行日後的公司通訊的英文和中文版本將可於本行網站 www.drcbank.com 和披露易網站 www.hkexnews.hk 上瀏覽。為支持環保和節省印刷和郵寄成本，我們建議您選擇第一個選項。

請填妥在本函背面的申請表格，並在申請表格上簽名，然後交回本行的 H 股股份過戶登記處香港中央證券登記有限公司。閣下可 (i) 把已填妥之申請表格的掃描副本電郵至 drcbank.ecom@computershare.com.hk 或 (ii) 使用申請表格底部的郵寄標籤寄回香港灣仔皇后大道東 183 號合和中心 17M 樓，如在香港投寄，毋須貼上郵票。申請表格亦可於本行網站 www.drcbank.com 或香港交易所披露易網站 www.hkexnews.hk 內下載。

不論閣下選擇哪個選項，閣下可透過在合理時間前給予 H 股證券登記處書面通知或電郵至 drcbank.ecom@computershare.com.hk 通知本行，更改收取公司通訊之語言版本及途徑或提出要求，本行將儘快向閣下寄上所要的相關公司通訊的印刷本，費用全免。

倘若本行於 2021 年 11 月 12 日或之前仍未收到閣下之申請表格，我們將只會以郵寄方式向閣下寄發有關公司通訊已在本行網站刊發連同如何瀏覽有關公司通訊的指示之通知信函，連同一份要求有關公司通訊印刷本（英文版、中文版或英文及中文版）的申請表格，直至我們收到閣下已填妥之申請表格。

閣下如有任何與本函內容有關的疑問，請致電 H 股股份過戶登記處電話熱線 (852) 2862 8688，辦公時間為星期一至星期五（公眾假期除外）上午九時正至下午六時正。

承董事會命
東莞農村商業銀行股份有限公司
王耀球
 董事長

二零二一年十月八日

附註

1. 本函件乃向透過香港中央結算有限公司向本行發出通知表示該等人士或公司希望收到公司通訊之本行非登記 H 股股東發出，即股份存放於中央結算及交收系統的人士或公司，且。倘若閣下已出售或轉讓所持有的所有本行股份，則無需用本函及所附申請表格。
2. 公司通訊指本行刊發或將予刊發以供其任何證券持有人參照或採取行動的任何文件，包括但不限於：(a) 年度報告及其財務摘要報告（如適用）（及其中包含的所有報告及賬目）；(b) 中期報告及其中期摘要報告（如適用）（及其中包含的所有報告及賬目）；(c) 會議通告；(d) 上市文件；(e) 通函及(f) 代表委任表格。

* 東莞農村商業銀行股份有限公司並非香港法例第 155 章《銀行業條例》所界定的認可機構，不受香港金融管理局的監督，亦未獲授權在香港經營銀行及/或接受存款業務。



Name(s) and address of Non-registered Holder(s) of H Shares:
非登記H股股東之姓名及地址:

Request Form 申請表格

To: **Dongguan Rural Commercial Bank Co., Ltd.* (the "Bank")**
(Stock Code: 9889)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wanchai, Hong Kong
drcbank.ecom@computershare.com.hk

致: **東莞農村商業銀行股份有限公司*** (「本行」)
(股份代號: 9889)
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
drcbank.ecom@computershare.com.hk

I/We would like to receive the Corporate Communication[#] of the Bank as indicated below:
本人/我們希望以下列方式收取本行之公司通訊文件[#]:

- to access all future Corporate Communications on the Bank's website instead of receiving printed copies, and receive a **notification** of the publication of the Corporate Communications on the Bank's website by post; OR
在本行網站閱覽日後所有公司通訊之網上版本以代替印刷本以代替收取印刷本，並以郵寄方式收取有關公司通訊已在本行網站刊發之**通知**；或
- to receive the **printed English version** of all Corporate Communication ONLY; OR
僅收取公司通訊之**英文印刷本**；或
- to receive the **printed Chinese version** of all Corporate Communication ONLY; OR
僅收取公司通訊之**中文印刷本**；或
- to receive both **printed English and Chinese versions** of all Corporate Communication.
同時收取公司通訊之**英文及中文印刷本**。

Contact telephone number
聯絡電話號碼

Date
日期

Signature(s)
簽名

Notes 附註:

- Please complete all your details clearly. Please specify your name and address clearly in ENGLISH BLOCK LETTERS on the top left hand corner in this Request Form if you downloaded this form from the web.
請閣下清楚填寫所有資料。倘若閣下從網上下載本申請表格，請於本表格左上方用英文正楷清楚註明閣下的姓名及地址。
- This Request Form is to be completed by non-registered holders of H shares, being person(s) and company(ies) whose shares in the Bank are held in the Central Clearing and Settlement System (CCASS). This form is to be filled in by non-registered holders of H shares, being person(s) and company(ies) whose shares in the Bank are held in the Central Clearing and Settlement System (CCASS).
本函是由本行之非登記H股股東填寫，即股份存放於中央結算及交收系統的人士或公司。
- Please tick (✓) the appropriate box. Any form with more than one box ticked (✓), with no box ticked (✓), 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 all future Corporate Communications to be sent to you until you notify to the Bank c/o the Bank's H Share Registrar, Computershare Hong Kong Investor Services Limited, to the contrary or unless you have at anytime ceased to have shareholdings in the Bank.
上述指示適用於發送予閣下之所有日後公司通訊，直至閣下通知本行的H股股份過戶登記處香港中央證券登記有限公司另作安排，或於任何時候停止持有本行的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this Request Form.
為免存疑，任何在本申請表格上的額外指示，本行將不予處理。

Corporate Communication includes but not limited to: (a) annual reports and its summary financial reports (where applicable) (and all reports and accounts contained therein); (b) interim reports and its summary interim reports (where applicable) (and all reports and accounts contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.
公司通訊文件包括但不限於：(a) 年度報告及其財務摘要報告（如適用）（及其中包含的所有報告及賬目）；(b) 中期報告及其中期摘要報告（如適用）（及其中包含的所有報告及賬目）；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。

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東莞農村商業銀行股份有限公司並非香港法例第155章《銀行業條例》所界定的認可機構，不受香港金融管理局的監督，亦未獲授權在香港經營銀行及/或接受存款業務。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your Personal Data (as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO")), which includes your name, address and telephone number provided in this Request Form will be used in connection with processing your request.

閣下於本申請表格提供的「個人資料」（如香港法例第四百八十六條個人資料（私隱）條例（「私隱條例」）中定義），包括閣下的姓名、地址及電話號碼將用作處理閣下的申請。

The supply of your Personal Data is on a voluntary basis. However, we may not be able to process your instruction unless you provide us sufficient information with your Personal Data.
閣下是自願向本行提供個人資料。若閣下未能提供足夠資料，本行可能無法處理閣下之指示。

Your Personal Data will be disclosed or transferred to the Bank, the Bank's H Share Registrar and/or other companies or bodies for the purpose stated above, 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 purpose.

本行可就任何所說明的用途，將閣下的個人資料披露或轉移給本行的附屬公司、H股證券登記處、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 and sent to the Personal Data Privacy Officer of Computershare by post or by email to 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/或修改閣下的個人資料的要求均須以書面方式寄至中央證券的個人資料私隱主任，或電郵至 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 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 查詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact