



**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)

## NOTIFICATION LETTER 通知信函

9 September 2022

Dear H Shareholder(s),

**Dongguan Rural Commercial Bank Co., Ltd.\* (the "Bank")**  
**- Notice of Publication of 2022 Interim Report**

The English and Chinese versions of the Bank's 2022 Interim Report (the "Current Corporate Communication") are available on the Bank's website at [www.drcbank.com](http://www.drcbank.com) and the HKEXnews's website at [www.hkexnews.hk](http://www.hkexnews.hk) and, where applicable, the chosen form of printed Current Corporate Communication is enclosed. You may access the Current Corporate Communication from "Investor Relations" section on the Bank's website or the HKEXnews's website and view them with Adobe® Reader®.

If you would like to receive a printed version of the Current Corporate Communication in English language version only, or in Chinese language version only or in both English and Chinese language versions, or if you would like to change your choice of language(s) and/or means of receipt of the Bank's future Corporate Communications<sup>#</sup>, please complete the relevant section of the Change Request Form on the reverse side of this letter and return it to the Bank c/o Computershare Hong Kong Investor Services Limited (the "H Share Registrar") by using the mailing label at the bottom of the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send the duly completed Change Request Form to [drcbank.ecom@computershare.com.hk](mailto:drcbank.ecom@computershare.com.hk) by e-mail. The Change Request Form may also be downloaded from the Bank's website at [www.drcbank.com](http://www.drcbank.com) or the HKEXnews's website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have chosen (or deemed to have chosen) to access all future Corporate Communications on the Bank's website and for any reason have difficulty in gaining access to the Corporate Communications on the Bank's website, the Bank will promptly upon your request send the relevant Corporate Communications to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please contact the H Share Registrar's hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays or send an email to [drcbank.ecom@computershare.com.hk](mailto:drcbank.ecom@computershare.com.hk).

**Board of Directors**  
**Dongguan Rural Commercial Bank Co., Ltd.\***

<sup>#</sup> Corporate Communications 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.

\* 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 H 股股東：

**東莞農村商業銀行股份有限公司\* (「本行」)**  
**- 2022 年中期報告之發佈通知**

本行的 2022 年中期報告 (「本次公司通訊」) 的中、英文版本已上載於本行網站 ([www.drcbank.com](http://www.drcbank.com)) 及香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))，及如適用，按安排附上本次公司通訊的印刷本。閣下可在本行網站「投資者關係」欄目或香港交易所披露易網站使用 Adobe® Reader® 開啟瀏覽有關文件。

如閣下欲收取本次公司通訊之英文印刷本或中文印刷本，或同時收取英文及中文印刷本，或欲更改收取本行日後公司通訊<sup>#</sup>之語言版本及/或收取方式之選擇，請填妥本函背面的變更申請表相應部分，並使用隨附之郵寄標籤經香港中央證券登記有限公司 (「H 股證券登記處」) 寄回本行 (如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)。H 股證券登記處地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。閣下亦可把已填妥之變更申請表電郵至 [drcbank.ecom@computershare.com.hk](mailto:drcbank.ecom@computershare.com.hk)。變更申請表亦可於本行網站 ([www.drcbank.com](http://www.drcbank.com)) 或香港交易所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 下載。

如閣下已選擇 (或被視為已選擇) 以電子方式瀏覽所有日後上載於本行網站之公司通訊，惟因任何原因查閱公司通訊上出現困難，只要閣下提出要求，本行將儘快寄上所要求的公司通訊的印刷本，費用全免。

閣下如對本函內容有任何疑問，請致電 H 股證券登記處之電話熱線 (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 時正或電郵至 [drcbank.ecom@computershare.com.hk](mailto:drcbank.ecom@computershare.com.hk)。

**東莞農村商業銀行股份有限公司\***  
**董事會**

二零二二年九月九日

<sup>#</sup> 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。

\* 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 H Shareholder(s):  
H 股股東之姓名及地址:

## Change Request Form 變更申請表

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,  
Wan Chai, Hong Kong  
drcbank.com@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.com@computershare.com.hk

### Part A: To receive printed version of 2022 Interim Report by post

#### 甲部: 以郵寄方式收取 2022 年中期報告之印刷本

I/We have chosen to read 2022 Interim Report (the "Current Corporate Communication") published on the Bank's website or have already received a printed copy of the documents in English or in Chinese but would like to receive:

本人/我們已選擇瀏覽刊登於本行網站的 2022 年中期報告(「本次公司通訊」)或已收取文件的英文或中文印刷本,惟欲收取:

(Please tick **ONLY ONE** (✓) of the following boxes)

(請僅在下列其中一個空格內填上(✓)號)

- the **printed English version** of the Current Corporate Communication ONLY; OR  
本次公司通訊的**英文印刷本**;或
- the **printed Chinese version** of the Current Corporate Communication ONLY; OR  
本次公司通訊的**中文印刷本**;或
- both the **printed English and Chinese versions** of the Current Corporate Communication.  
本次公司通訊的**英文及中文印刷本**。

### Part B: To change the choice of language or means of receipt of all future Corporate Communications<sup>#</sup>

#### 乙部: 更改選取所有日後公司通訊之語言版本或收取方式

I/We would like to receive all future Corporate Communications<sup>#</sup> of the Bank ("Corporate Communications") in the manner as indicated below:

本人/我們希望以下列方式收取本行之所有日後的公司通訊(「公司通訊」):

(Please tick **ONLY ONE** (✓) of the following boxes)

(請僅在下列其中一個空格內填上(✓)號)

- to access all future Corporate Communications on the Bank's website instead of receiving printed copies; and receive an **email notification** of the publication of Corporate Communication on the Bank's website at the following e-mail address: 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,並用以下電郵地址收取公司通訊已在本行網站刊發之**電郵通知**;或

Email Address

電郵地址

(Please provide the email address in English Block Letters. If no email address is provided, a printed notification letter of the publication of the Corporate Communication on the Bank's website will be sent by post.)

(請以英文正楷填寫電郵地址。如未有提供電郵地址,則會發出公司通訊已在網上刊發的通知信函予閣下。)

- 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  
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,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 future Corporate Communications by post ONLY; OR  
僅以郵寄方式收取所有日後的公司通訊之**英文印刷本**;或
- to receive the **printed Chinese version** of all future Corporate Communications by post ONLY; OR  
僅以郵寄方式收取所有日後的公司通訊之**中文印刷本**;或
- to receive both the **printed English and Chinese versions** of all future Corporate Communications by post.  
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**。

Name(s) of H Shareholder(s)

H 股股東姓名

Contact telephone number

聯絡電話號碼

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

Signature

簽名

Date

日期

#### Notes 附註

- Please complete all your details clearly. Any form with more than one box ticked (✓), with no box ticked (✓), with no signature or otherwise incorrectly completed will be void.  
請清楚填寫所有資料。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。
  - By electing to access the Corporate Communications on the Bank's website instead of receiving them in printed form, you have expressly waived the right to receive them in printed form.  
透過選擇收取公司通訊之網上版本以代替收取印刷本後,閣下明確放棄收取公司通訊印刷本的權利。
  - If your shares are held in joint names, the H shareholder whose name appears first on the register of members of the Bank in respect of the joint holding should sign on this Change Request Form in order to be valid.  
如屬聯名股東,則本變更申請表須由聯名於本行股東名冊上就聯名持有股份姓名排名首位的 H 股股東簽署,方為有效。
  - The above instruction in Part B will apply to all future Corporate Communications to be sent to H shareholders of the Bank until you notify otherwise by reasonable notice in writing by email at drcbank.com@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong to the Bank c/o its H Share Registrar (the "H Share Registrar"), Computershare Hong Kong Investor Services Limited.  
上述乙部指示適用於所有日後寄發予本行 H 股股東之公司通訊,直至閣下以電郵方式(drcbank.com@computershare.com.hk)或以郵寄方式(香港灣仔皇后大道東 183 號合和中心 17M 樓)向本行之 H 股證券登記處香港中央證券登記有限公司(「H 股證券登記處」)在合理時間前發出書面通知另作選擇為止。
  - Notwithstanding any option chosen, you have the right at any time by reasonable notice in writing notice in writing by email at drcbank.com@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong to the Bank c/o its H Share Registrar to change the choice of language and/or means of receipt of the Corporate Communications. Even if you have chosen to access all future Corporate Communications on the Bank's website and for any reason have difficulty in obtaining access to the Corporate Communications on the Bank's website, the Bank will promptly upon your request send the relevant Corporate Communications to you in printed form free of charge.  
不論閣下選擇哪個選項,閣下有權以電郵方式(drcbank.com@computershare.com.hk)或以郵寄方式(香港灣仔皇后大道東 183 號合和中心 17M 樓)向 H 股證券登記處發出合理時間的書面通知要求更改收取公司通訊之語言版本及途徑之選擇。即使閣下已選擇以電子方式瀏覽所有日後上載於本行網站之公司通訊,惟因任何原因查閱公司通訊上出現困難,只要閣下提出要求,本行將儘快寄上所要的本次公司通訊的印刷本,費用全免。
  - For the avoidance of doubt, the Bank will not accept any additional instructions written on this Change Request Form.  
為免存疑,任何書寫在本變更申請表上的額外指示,本行將不予處理。
- # Corporate Communications 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。
- \* 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. 東莞農村商業銀行(Private)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, e-mail address and telephone number provided in this reply form will be used in connection with processing your request.

閣下於本表格提供的「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、電郵地址及電話號碼將用作處理閣下的要求。

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'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 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](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](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 Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本中請表格時,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)