



**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

28 November 2022

Dear Non-registered H Shareholder<sup>(Note 1)</sup>,

### **Dongguan Rural Commercial Bank Co., Ltd.\* (the "Bank")** **- Notice of Publication of Circular and Notice for the 2022 First Extraordinary General Meeting**

The English and Chinese versions of the Bank's Circular and Notice for the 2022 First Extraordinary General Meeting (the "Current Corporate Communications") have been published 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). You may access the Current Corporate Communications from "Investor Relations" section on the Bank's website or the HKEXnews's website and view them with Adobe® Reader®.

If you want to receive a printed version of the Current Corporate Communications and all future Corporate Communications<sup>(Note 2)</sup>, please complete the 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 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 Request Form to [drcbank.ecom@computershare.com.hk](mailto:drcbank.ecom@computershare.com.hk) by e-mail. The 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).

Should you have any queries relating to any of the above matters, please contact the H Share Registrar's telephone 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.\***

#### 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 Communications 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 Communications 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<sup>(附註 1)</sup>：

### **東莞農村商業銀行股份有限公司\* (「本行」)** **- 2022 年第一次臨時股東大會通函及通知之發佈通知**

本行的 2022 年第一次臨時股東大會通函及通知(「**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))，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。

如閣下欲收取本次及所有日後公司通訊<sup>(附註 2)</sup>之印刷本，請填妥本函背面的申請表格，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申請表格的掃描副本電郵至 [drcbank.ecom@computershare.com.hk](mailto:drcbank.ecom@computershare.com.hk)。申請表格亦可於本行網站([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。

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**

二零二二年十一月二十八日

#### 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。倘若閣下已出售或轉讓所持有的所有本行股份，則無需用會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](mailto: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](mailto:drcbank.ecom@computershare.com.hk)

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

本人/我們希望以下列方式收取 本行之本次及所有日後公司通訊文件<sup>#</sup> (「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 the 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 Corporate Communications by post **ONLY**; OR  
僅以郵寄方式收取公司通訊之**英文印刷本**; 或
- to receive the **printed Chinese version** of all Corporate Communications by post **ONLY**; OR  
僅以郵寄方式收取公司通訊之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of all Corporate Communications by post.  
以郵寄方式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).  
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 Current Corporate Communications as well as 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.  
上述指示將同時適用於本次公司通訊以及本行所有日後發送予 閣下之所有公司通訊, 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。

<sup>#</sup> Corporate Communications include 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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### 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章個人資料(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](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郵寄至中央證券登記處香港中央證券登記有限公司, 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)