

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

25 April 2023

Dear H Shareholder(s),

Dongguan Rural Commercial Bank Co., Ltd.* (the "Bank")

- Notice of Publication of 2022 Annual Report and 2022 Corporate Social Responsibility Report (Environmental, Social and Governance Report)

The English and Chinese versions of the Bank's 2022 Annual Report (the "Current Corporate Communication") have been published on the Bank's website at www.nkexnews.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*, 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 drobank.ecom@computershare.com.hk by e-mail. The Change Request Form may also be downloaded from the Bank's website at www.drcbank.com or the HKEXnews's website at 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.

The Bank's 2022 Corporate Social Responsibility Report (Environmental, Social and Governance Report) is published in electronic form only on the Bank's website at www.drcbank.com and the HKEXnews's website at www.hkexnews.hk. You may access the Report by clicking "Announcement" under "Investor Relations" on the home page of the Bank's website, or on the HKEXnews's website.

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.

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

- # 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.

 * Dangagan Rural Commercial Rapk Co. Ltd. is not an authorized institution within the magning of the Rapking Ordinance (Chapter 155 of the Laws of Hono Kono), not subject to the supervision
- * 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 年度報告及 2022 年度社會責任報告(環境、社會及管治報告)之發佈通知

本行的 2022 年度報告(「本次公司通訊」)的中、英文版本已上載於本行網站(www.drcbank.com)及香港交易所披露易網站(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。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。變更申請表亦可於本行網站(www.drcbank.com)或香港交易所披露易網站(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。

本行 2022 年度社會責任報告(環境、社會及管治報告)僅以電子形式上載於本行網站(<u>www.drcbank.com</u>)及香港交易所披露易網站(<u>www.hkexnews.hk</u>)。 閣下如欲查閱該報告,可於本行網站主頁「投資者關係」項下選按「公告及通函」,亦可瀏覽香港交易所披露易網站。

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 <u>drcbank.ecom@computershare.com.hk</u>。

> 東莞農村商業銀行股份有限公司* 董事會

二零二三年四月二十五日

- #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。

| Change Request Form 變更申請表 | | | |
|---|---|--------------------------|---|
| To: | Dongguan Rural Commercial Bank Co., Ltd.* (the "Bank") (Stock Code: 9889) | 致: | 東莞農村商業銀行股份有限公司*(「本行」) (股份代號:9889) |
| | c/o Computershare Hong Kong Investor Services Limited | | 經香港中央證券登記有限公司 |
| | 17M Floor, Hopewell Centre, 183 Queen's Road East, | | 香港灣仔皇后大道東 183 號 |
| | Wanchai, Hong Kong | | 合和中心 17M 樓 |
| | drcbank.ecom@computershare.com.hk | | drcbank.ecom@computershare.com.hk |
| F部:以 We have c 体人/我们 Please tic | To receive printed version of 2022 Annual Report by post 郵寄方式收取 2022 年度報告之印刷本 hosen to read 2022 Annual Report (the "Current Corporate Communication") published on the Bank's website or have already re 門已選擇瀏覽刊發於 本行網站的 2022 年度報告(「本次公司通訊」)或已收取文件的英文或中文印刷本, k ONLY ONE (v) of the following boxes) 列其中一個空格內填上(*)號) | | the documents in English or in Chinese but would like to receive: |
| | the printed English version of the Current Corporate Communication ONLY; OR 本实公司通訊的 英文印刷本;或 | | |
| | the printed Chinese version of the Current Corporate Communication ONLY; OR 本实公司通訊的 中文印刷本;或 | | |
| | both the printed English and Chinese versions of the Current Corporate Communicat 本次公司通訊的 英文及中文印刷本 。 | ion. | |
| | To change the choice of language or means of receipt of all future Corporate Communication 技 | | |
| 人/我們 lease tic | ld like to receive all future Corporate Communications * of the Bank (" Corporate Communication ") in 門希家以下列方式收取、本行之所有日後的 公司通訊 *(「公 司通訊 。): k ONLY ONE (ぐ) of the following boxes) 列 其中─個 空格內琪上(ぐ)就 to access all future Corporate Communications on the Bank's website instead of receiving printed | | |
| | at the following e-mail address; OR | copies, and receive | wan committee to the publication of corporate communications on the bank is week. |
| ш | 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 | 厅網站刊發之 電郵通知;或 |
| Ema | til Address | | |
| 電郵 | 『始址 (Please provide the email address in English Block Letters. If no email address is provided, a priv | nted notification letter | r of the publication of the Corporate Communications on the Rank's website will be sent by post |
| | (<u>請以英文正楷填寫電郵地址</u> 。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 | 孙 閣下。) | |
| | to access all future Corporate Communications on the Bank's website instead of receiving | g printed copies, a | and receive a notification letter of the publication of the Corporate Communication |
| ш | 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: | 公司通訊已在本名 | ⁻ |
| | 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 Com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 。 | nmunications by p | post. |
| Name(s) of H Shareholder (s) H 股股東姓名 | | | ct telephone number 電話號碼 |
| | (Please use ENGLISH BLOCK LETTERS 講用英文正楷模 | CAR) | |
| Signat | ure | Date | |

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I/W 本人 (Ple

- 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); contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms. 公司遞訊文件包括但不限於:(a)年度報告及某財務擴要報告(如適用)(及其中包含的所有報告及應目); (b)中期報告及其中期擴要報告(如適用)(及其中包含的所有報告及應目); (c)會議通告; (d)上市文件; (e)通商; 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. 東莞農村商業銀行股份有限公司並非香港注例第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,亦未獲授權在香港總營銀行及/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.
關下於本回條接供的「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),包括關下的姓名、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.
關下是自顧的本行提供風力等,若、關下未提供及時為時未決無理,關下之指示。
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 winfing the angle aread accord annexed. Tour Personal Data will be disclosed or transferred to the bank is it is disclosed to the personal Data will be disclosed or transferred to the bank is it is not not rectification 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終本行的 I 散證券登記處、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。

"又如 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.

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.

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。





Contact Us 聯繫我們

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