



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

4 May 2023

Dear H Shareholder(s),

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

- Notice of Publication of Circular, Notice, Proxy Form and Reply Slip for the 2022 Annual General Meeting

The English and Chinese versions of the Bank's Circular, Notice, Proxy Form and Reply Slip for the 2022 Annual General Meeting (the "Current Corporate Communications") have been published on the Bank's website at www.drcbank.com and the HKEXnews's website at www.hkexnews.hk and, where applicable, the chosen form of printed Current Corporate Communications is enclosed. 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 would like to receive a printed version of the Current Corporate Communications 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 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 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.

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.

* 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 年度股東大會通函、通告、代表委任表格及回條之發佈通知

本行的 2022 年度股東大會通函、通告、代表委任表格及回條 (「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。

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。

東莞農村商業銀行股份有限公司*
董事會

二零二三年五月四日

[#] 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。

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,
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

Part A: To receive printed version of Circular, Notice, Proxy Form and Reply Slip for the 2022 Annual General Meeting by post

甲部: 以郵寄方式收取 2022 年度股東大會通函、通告、代表委任表格及回條之印刷本

I/We have chosen to read Circular, Notice, Proxy Form and Reply Slip for the 2022 Annual General Meeting (the "Current Corporate Communications") 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 年度股東大會通函、通告、代表委任表格及回條(「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 Communications ONLY; OR
the printed Chinese version of the Current Corporate Communications ONLY; OR
both the printed English and Chinese versions of the Current Corporate Communications.

Part B: To change the choice of language or means of receipt of all future Corporate Communication

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* of the Bank ("Corporate Communication") 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之公司通訊(「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 Communications on the Bank's website at the following e-mail address: OR

Email Address

電郵地址

Grid for email address input

(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 Communications on the Bank's website will be sent by post.)

- 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
to receive the printed English version of all future Corporate Communications by post ONLY; OR
to receive the printed Chinese version of all future Corporate Communications by post ONLY; OR
to receive both the printed English and Chinese versions of all future Corporate Communications by post.

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.
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.
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.
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.ecom@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong to the Bank c/o its H Share Registrar (the "H Share Registrar"), Computershare Hong Kong Investor Services Limited.
Notwithstanding any option chosen, you have the right at any time by reasonable notice in writing notice in writing by email at drcbank.ecom@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, 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.
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.
For the avoidance of doubt, the Bank will not accept any additional instructions written on this Change Request Form.

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.

閣下於本回條提供的「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,並將該等資料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郵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.
閣下寄回本申請表時,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

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