



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

(Stock Code: 3988/4619 (Preference Shares))

Dear Ordinary Shareholders,

2023 Annual Report and Arrangement of Electronic Dissemination of Corporate Communications

Bank of China Limited (the "Bank") has prepared the 2023 Annual Report in English and Chinese, which are now available on the Bank's website at www.boc.cn and the HKExnews' website at www.hkexnews.hk. You may access the documents by clicking "Financial Reports" under "Investor Relations" on the home page of the Bank's website or by browsing through the HKExnews' website. For the shareholders who have selected to receive the Bank's Corporate Communications in printed version, enclosed is the 2023 Annual Report of the Bank in the language you have expressly chosen to receive. If you have difficulty in receiving or gaining access to the Corporate Communications posted on the Bank's website for any reason, we will promptly upon receiving your notice send the printed versions of the requested documents to you free of charge.

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, the Bank is writing to inform you that the Bank has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents issued or to be issued by the Bank for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' reports, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial reports; (b) the interim reports and, where applicable, its summary interim reports; (c) notices of meeting; (d) listing documents; (e) circulars and (f) proxy forms.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the Bank's website at www.boc.cn and the HKExnews' website at www.hkexnews.hk in place of printed copies. Please proactively check the Bank's website and the HKExnews' website to keep up with the publication of Corporate Communications.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), the Bank recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"). Alternatively, you may sign and return the Reply Form to the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), by using the mailing label at the bottom of the Reply Form, or send an email with a scanned copy of the completed Reply Form to boc.ecom@computershare.com.hk.

If the Bank does not receive a functional email address in your reply, until such time that the functional email address is provided to the Bank's H-Share Registrar, you will be unable to receive notifications regarding the publication of Actionable Corporate Communications and the Bank will send the Actionable Corporate Communications in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the Bank's H-Share Registrar or send an email to boc.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Such instruction will be valid for one year starting from the receipt date of your instruction and will expire thereafter, unless it is revoked or superseded before its expiry. Even if you have previously received a letter from the Bank seeking your election regarding the means of receipt and language of the Corporate Communications and have made an election, you are hereby requested to make an election again. **PLEASE NOTE THAT YOUR PREVIOUS ELECTION WILL BE DISREGARDED.**

As an environment-conscious corporate citizen, the Bank encourages its shareholders to access the Bank's Corporate Communications via the Bank's website. The cost saving will not only benefit the Bank, but is ultimately in the interests of its shareholders. The Bank's website presents a user-friendly interface in both Chinese and English, and all Corporate Communications are easily accessible on the "Investor Relations" page following their releases. Website publication will also increase efficiency in distribution of the Corporate Communications to the shareholders.

Should you have any queries relating to this letter, please contact the Bank's H-Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Bank of China Limited

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.



BANK OF CHINA
中國銀行股份有限公司
BANK OF CHINA LIMITED

(於中華人民共和國註冊成立的股份有限公司)

(股份代號：3988/4619 (優先股))

致普通股股東：

2023年年度報告及 以電子方式發布公司通訊之安排

中國銀行股份有限公司(「本行」)2023年年度報告英文及中文版已經上載於本行網站www.boc.cn及香港交易所披露易網站www.hkexnews.hk。如要閱覽，請登陸本行網站首頁選擇「投資者關係」項下的「財務報告」，或登陸香港交易所披露易網站，即可下載瀏覽有關文件。若閣下之前選取收取本行公司通訊之印刷版本，現向閣下奉上按照閣下之前所選擇的閱讀語言編製的2023年年度報告。倘閣下因任何理由以致在收取或接收載於本行網址上的公司通訊時出現困難，本行將於接到閣下通知後，立即向閣下免費發送所需文件的印刷本。

根據自2023年12月31日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則(「上市規則」)第2.07條，本行謹此通知閣下，本行已採用以電子方式發布公司通訊(「公司通訊」)之安排，該公司通訊是指本行發出或將予發出以供其任何證券的持有人或投資大眾參照或採取行動的任何文件，包括但不限於(a)董事會報告、年度賬目以及審計報告副本以及(如適用)財務摘要報告；(b)中期報告及其中期報告摘要(如適用)；(c)會議通告；(d)上市文件；(e)通函和(f)委任表格。

請注意，所有未來公司通訊的英文版和中文版將在本行網站www.boc.cn和香港交易所披露易網站www.hkexnews.hk上提供，以代替印刷本。請閣下主動查看本行網站和香港交易所披露易網站以留意公司通訊的發布。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊(附註)，本行建議閣下透過掃描本函所附之回條(「回條」)上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以填妥回條簽署並使用隨附之郵寄標籤寄回本行H股股份過戶登記處，香港中央證券登記有限公司，地址為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；否則，請貼上適當的郵票)，或作為附件電郵至boc.ecom@computershare.com.hk。

如果本行沒有收到閣下的有效電子郵件地址，直至本行H股股份過戶登記處收到閣下有效的電子郵件地址前，閣下將無法收到有關發出可供採取行動的公司通訊的通知，而本行未來將以印刷本形式發送可供採取行動的公司通訊。

若閣下希望收取公司通訊之印刷版，請填妥回條並交回本行H股股份過戶登記處，或發送電子郵件至boc.ecom@computershare.com.hk，並註明閣下的姓名、地址以及收取公司通訊印刷版的要求。除非閣下提前撤回或修改了指示，否則收取未來公司通訊及/或可供採取行動的未來公司通訊印刷版之指示由收悉閣下指示當日起計一年內有效，此後將過期。即使閣下以往曾經收到本行就收取公司通訊的方式及語言版本提供選擇的函件並已作出選擇，仍請閣下再次作出選擇。請注意閣下以往所作出的選擇將失效。

為積極履行本行保護環境的社會責任，本行鼓勵股東通過本行網站瀏覽本行公司通訊。由此節約的費用不僅有利於本行，也符合本行股東的利益。本行網站使用方便，包括中文及英文兩個版本，所有公司通訊均可在本行網站中「投資者關係」頁面及時獲取。同時，通過網站瀏覽方式還可以提高向股東發送公司通訊的效率。

如閣下對本函件有任何疑問，請於辦公時間星期一至五(香港公眾假期除外)上午9時正至下午6時正(香港時間)致電本行H股股份過戶登記處(852)2862 8688查詢。

中國銀行股份有限公司

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利的公司通訊。

