



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

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

Dear Investor,

## **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](http://www.boc.cn) and the HKExnews' website at [www.hkexnews.hk](http://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. If you 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.

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 report; (b) the interim reports and, where applicable, its summary interim report; (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](http://www.boc.cn) and the HKExnews' website at [www.hkexnews.hk](http://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.

**As a non-registered shareholder, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.**

If you want to receive the Corporate Communications in printed form, please complete and return the enclosed 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 or send an email to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications in printed form. Even if you have previously 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**



(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))

致投資者：

## 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](http://www.boc.cn)及香港交易所披露易網站[www.hkexnews.hk](http://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。

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](http://www.boc.cn)和香港交易所披露易網站[www.hkexnews.hk](http://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。

作為非登記股東，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

若閣下希望收取公司通訊之印刷版，請填妥本函所附之回條並交回本行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樓或發送電子郵件至[boc.ecom@computershare.com.hk](mailto: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。即使閣下以往曾經作出選擇，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



## REPLY FORM 回條

**To: Computershare Hong Kong Investor Services Limited**  
 (“H-Share Registrar”)  
 17M Floor, Hopewell Centre  
 183 Queen’s Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司  
 (「H股股份過戶登記處」)  
 香港灣仔皇后大道東183號  
 合和中心17M樓

## REMINDER 提示

As a non-registered shareholder, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.

作為非登記股東，閣下應聯絡代 閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向 閣下的中介公司提供 閣下的電子郵件地址。

## Request for future Corporate Communications\* in printed form

要求收取未來公司通訊\*印刷版

(Please mark “✓” in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company:

**Bank of China Limited**

上市公司名稱：

**中國銀行股份有限公司**

printed English version  
 英文印刷本

printed Chinese version  
 中文印刷本

both printed English and Chinese versions  
 英文及中文印刷本各一份

## Name(s) of Non-registered holder(s):

非登記股東姓名：

## Signature(s):

簽名：

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

## Contact number:

聯絡電話號碼：

## Date:

日期：

## Notes:

附註：

- This letter is addressed to non-registered holders of the ordinary shares of the Bank (“Non-registered holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Bank from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications”).  
 此函件乃向本行非登記普通股股份持有人(「非登記普通股股份持有人」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本行發出通知，表示欲收取公司通訊\*)發出。
- Please complete all your details clearly.  
 請 閣下清楚填妥所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.  
 如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, the Bank does not accept any other instructions given on this Reply Form.  
 為免存疑，在本回條上的任何額外指示，本行將不予處理。

\* Unless otherwise specified, “Corporate Communications” refer to 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.

除非另有註明，「公司通訊」乃指公司已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，其中包括但不限於(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。

## PERSONAL INFORMATION COLLECTION STATEMENT

## 收集個人資料聲明

- “Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).  
 本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Bank’s electronic dissemination of Corporate Communications. Your supply of Personal Data to the Bank is on a voluntary basis. In case of a failure to provide sufficient information, the Bank may not be able to process your instructions and/or requests as stated in this Reply Form.  
 閣下於本回條所提供的個人資料將用於有關公司以電子方式發出公司通訊的事宜上。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 閣下在本回條上所連的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Bank to its subsidiaries, the H-Share Registrar, and/or other companies or bodies for any of the stated purposes, 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 purposes.  
 本行可就任何所說明的用途或在法例規定的情況下，將 閣下的個人資料披露或轉移給本行的附屬公司、H股股份過戶登記處、及/或其他公司或團體，並將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, by mail to the Hong Kong Privacy Officer of the Bank’s H Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email at 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/或修改個人資料的要求均須以書面方式郵寄至本行H股股份過戶登記處(地址為香港灣仔皇后大道東183號合和中心17M樓)向香港隱私主任提出，或發送電郵至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 form to us.

**No postage is necessary if posted in Hong Kong.**

當 閣下寄回此回條時，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。