



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

(Stock Code: 3988)

Dear Ordinary Shareholders,

Reminder of Arrangement of Electronic Dissemination of Corporate Communications

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, Bank of China Limited (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.

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 holders.



(於中華人民共和國註冊成立的股份有限公司)

(股份代號：3988)

致普通股股東：

以電子方式發布公司通訊之安排的提示

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，中國銀行股份有限公司(「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財務摘要報告(如適用)；(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。

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或作出選擇的公司通訊。

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

(Please **choose ONLY ONE** of the options below. If you have provided your email address and no update is required, please disregard this Reply Form.)
(請從以下選項中只選擇其中一項。如閣下已經提供電子郵件地址並無需作出更新,則無須理會本回條。)

Option 1:	I/we hereby provide my/our email address for receipt of future Actionable Corporate Communications ^(Note 3) of the Bank via electronic dissemination by scanning your personalized QR code	Personalized QR Code
選項1:	本人／吾等現掃描專屬二維碼以提供本人／吾等之電子郵件地址，以接收本行未來通過電子方式發出的可供採取行動的公司通訊 ^(附註3)	專屬二維碼

You are **NOT required** to return this Reply Form if you choose Option 1.
如選擇了選項1，閣下**無須**交回本回條。

Option 2:	I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications (Note 3) of the following listed company via electronic dissemination
選項2:	本人／吾等現以書面提供本人／吾等之電子郵件地址，以接收以下上市公司未來通過電子方式發出的可供採取行動的公司通訊 (附註3)
Name of Securities holder(s) 證券持有人姓名：	Name of the listed company 上市公司名稱： Bank of China Limited 中國銀行股份有限公司
Email address 電郵地址：(Note 3/附註3)	

Option 3: I/we hereby request for receipt of future Corporate Communications* and/or Actionable Corporate Communications in printed form (Please mark "✓" in the below box if applicable)

選項3: 本人／吾等現要求收取未來公司通訊*及可供採取行動的公司通訊印刷版(如適用，請在以下方格內劃上「✓」號)

☐ 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
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Signature(s): (Note 1)
簽名：(附註1)

Contact number:
聯絡電話號碼：

Date:
日期:

Notes 附註：

1. Please complete all your details clearly. If you/your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.
請清楚填妥 閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東簽署及合意，方為有效。
2. Any Reply Form with no signature or other identification incorrectly completed will be voided.
任何沒有簽署或其他可作識別之回條，均屬不正確填妥，將會作廢。
3. If the Bank does not receive a functional email address in your Reply, you will be unable to receive notifications regarding the publication of Actionable Corporate Communications. As defined in Rule 1.01 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited, an "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 holders.
如本行沒有收到 閣下的有效電子郵件地址，則本行無法收到有關發出可供採取行動的公司通訊的通知。根據《香港聯合交易所有限公司證券上市規則》第1.01條定義，「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願如何行使其有關證券的權利或作出選擇作為發行人的證券持有人的公司通訊。
4. If you provide more than one email address by QR code, email and/or other means, only the latest one email address provided will be registered.
如 閣下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址，只有 閣下最後提供的電子郵件地址將會被採用在登記。
5. If you mark "✓" in the box in Option 3, "Corporate Communications" and/or Actionable Corporate Communications in printed form will be received. This instruction will be valid for one year from the date of receipt of this instruction, unless it is revoked or superseded before its expiry.
如 閣下在選擇3的方格內填上「✓」，將接收公司通訊及/或可供採取行動的公司通訊的印刷版，將被視為獲閣下同意接收，否則本項指示將由指示日期起計一年內有效。
6. If the Bank does not receive your Reply Form, all future Corporate Communications and/or Actionable Corporate Communications will be sent out in the manner specified in the enclosed Bank's letter.
倘若本行未有收到 閣下的回條，本行將按隨附函件內所述之方式把所有日後公司通訊及/或可供採取行動的公司通訊發送予 閣下。
7. For the avoidance of doubt, the Bank does not accept any other instructions given on this Reply Form.
為免引起誤會，在本回條上所作的任何指示，本行不予接納。
8. 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) the listing documents; (e) circulars and (f) proxy forms.
除非另有指明，「公司通訊」指本行向其任何證券的持有人或投資大眾發出或將予發出的任何文件，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財務摘要報告(如適用)；(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)代理委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料聲明

- (i) “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”).
- (ii) 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」的定義相同。
- (iii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Bank's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Bank. 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 instruction and/or request as stated in this Reply Form. 閣下在本表格所提供的個人資料，將用於與閣下有關的其他事宜，包括但不限於本行透過電子方式向閣下提供公司通訊及與閣下持有本行證券及其他事宜有關的聯絡。閣下向本行提供個人資料是屬自願性質。倘若閣下未能提供足夠資料，本行可能無法按閣下在本表格上所述的指示及／或要求。
- (iv) 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 purposes as may be necessary for our identification and record-keeping purposes. 閣下的個人資料可能會被本行或其附屬公司、H股股份過戶登記處及／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對及紀錄用途。
- (v) 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，向本行或H股股份過戶登記處提出有關閣下個人資料的存取及／或修訂個人資料的要求。任何該等存取及／或修訂個人資料的要求均須以書面方式寄交本行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17樓)或發送至 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
Freeport 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。