



中國工商銀行股份有限公司  
**INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED**  
(a joint stock limited company incorporated in the People's Republic of China with limited liability)  
(Stock Code: 1398)

28 September 2009

Dear Shareholder,

**Industrial and Commercial Bank of China Limited 2009 Interim Report**

Industrial and Commercial Bank of China Limited (the “**Bank**”) has prepared English and Chinese versions of its 2009 Interim Report (the “**Current Corporate Communication**”) and both versions are available on the Bank’s website ([www.icbc-ltd.com](http://www.icbc-ltd.com)).

Those shareholders who (a) have chosen to receive a CD-ROM or to read the Current Corporate Communication posted on the Bank’s website in lieu of the printed copy and would like to receive a printed copy; or (b) received the Current Corporate Communication in either the English or Chinese language only and would like to receive a printed copy in the other language, please complete the Request Form on the reverse side and send it to the Bank’s H share registrar, Computershare Hong Kong Investor Services Limited, using the mailing label attached, within one year from the date of this letter. The address of Computershare Hong Kong Investor Services Limited is Rooms 1806–1807, 18th Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

Both the English and Chinese versions of the Current Corporate Communication are available on the Bank’s website at [www.icbc-ltd.com](http://www.icbc-ltd.com) for 5 years from the date of its first publication. If you have any queries about how to access those documents on the Bank’s website or how to obtain copies of the Current Corporate Communication, please call the hotline at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays).

Yours faithfully  
For and on behalf of  
**Industrial and Commercial Bank of China Limited**  
**Gu Shu**  
*Company Secretary*

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**中國工商銀行股份有限公司二零零九年中期報告**

中國工商銀行股份有限公司(「**本行**」)已印備二零零九年中期報告(「**本次公司通訊**」)的中文及英文版本。本次公司通訊亦已登載於本行網站([www.icbc-ltd.com](http://www.icbc-ltd.com))，歡迎瀏覽。

股東如(a)已選擇光盤或瀏覽本行網站提供之本次公司通訊代替印刷本但欲收取其印刷本；或(b)僅收取英文或中文之本次公司通訊但欲收取另一語言之印刷本，則請填妥在本函背面的申請表格，並使用隨附之郵寄標籤於本函日期一年內寄回本行之H股證券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18樓1806–1807室。

本次公司通訊之中、英文版本將由首次登載日期起持續五年登載於本行網站 [www.icbc-ltd.com](http://www.icbc-ltd.com)。倘閣下對如何在本行網站瀏覽該等文件或如何索取本次公司通訊有任何疑問，請於營業時間內(上午九時至下午六時，星期一至星期五，公眾假期除外)致電熱線 (852) 2862 8688。

此致

列位股東

代表  
中國工商銀行股份有限公司  
公司秘書  
谷澍  
謹啟

2009年9月28日

## Request Form 申請表格

**To: Industrial and Commercial Bank of China Limited**  
**(the “Bank”) (Stock Code: 01398)**  
c/o Computershare Hong Kong Investor Services Limited  
Rooms 1806–1807, 18th Floor,  
Hopewell Centre, 183 Queen’s Road East,  
Wanchai, Hong Kong

致：中國工商銀行股份有限公司  
（「本行」）（股份代號：01398）  
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18樓1806–1807室

I/We have already received a CD-ROM or to read the Current Corporate Communication posted on the Bank’s website in lieu of the printed copy or received a printed copy of the Current Corporate Communication in Chinese/English, I/we would like to receive another printed version of the Current Corporate Communication of the Bank as indicated below:

本人／我們已收取本次公司通訊之光盤或瀏覽本行網站提供之本次公司通訊代替印刷本或僅收取英文或中文之本次公司通訊，但現在希望以下列方式收取 貴行本次公司通訊之另一語言印刷本：

(Please mark **ONLY ONE (X)** of the following boxes)  
(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- ☐ I/We would like to receive a printed copy in English.  
本人／我們現在希望收取一份英文印刷本。
- ☐ I/We would like to receive a printed copy in Chinese.  
本人／我們現在希望收取一份中文印刷本。
- ☐ I/We would like to receive both the printed English and Chinese copies.  
本人／我們現在希望收取英文和中文各一份印刷本。

Name(s) of Shareholder(s)<sup>#</sup>  
股東姓名<sup>#</sup>

Signature  
簽名

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

Address<sup>#</sup>  
地址<sup>#</sup>

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

Contact telephone number  
聯絡電話號碼

Date  
日期

<sup>#</sup> You are required to fill in the details or otherwise your request will not be processed  
如以上資料有任何遺漏，閣下之申請將不獲處理。

### Notes 附註：

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Bank in respect of the joint holding should sign on this Request Form in order to be valid.  
如屬聯名股東，則本申請表格須由該名於本行股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
如在本表格作出超過一項選擇、或未有作出選擇、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, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上的額外手寫指示，本行將不予處理。
- Please note that both printed English and Chinese versions of all the Bank’s Corporate Communication which we have sent to our Shareholders in the past 12 months are available from the Bank on request. They are also available on the Bank’s website (www.icbc-ltd.com) for five years from the date of first publication.  
本行備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本。該等通訊文件亦由首次登載日期起計，持續5年載於本行網站 (www.icbc-ltd.com) 上。

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### 郵寄標籤 MAILING LABEL

閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄毋須貼上郵票。  
Please cut the mailing label and stick this on the envelope  
to return this Request Form to us.  
**No postage stamp necessary if posted in Hong Kong.**

香港中央證券登記有限公司  
Computershare Hong Kong Investor Services Limited  
簡便回郵號碼 Freepost No. 37  
香港 Hong Kong