

Industrial and Commercial Bank of China Limited (the “Bank”)
(Stock Code: 1398)
Rights Issue Guide
How to handle your Provisional Allotment Letter (PAL) and Excess Application Form (EAF)

Option 1:
Take up all your Nil Paid H Rights

DEADLINE:
4:00 p.m. on 16 December 2010

1. Make out a cheque or obtain a cashier’s order in Hong Kong dollars payable to “ICBC (Asia) Nominee Limited – ICBC – PAL” and crossed for the full amount indicated in Box C of Form A on page 1 of your PAL. Cheques must be drawn on a bank account with, or cashier’s orders must be issued by, a licensed bank in Hong Kong.
2. Write the name of bank which your cheque or cashier’s order is drawn, the cheque or cashier’s order number and your contact telephone number on the PAL.
3. Write your name and Identifier (number indicated at the middle of Form A on page 1 of your PAL) on the back of your cheque or cashier’s order and staple it with your PAL.
4. Submit the duly completed PAL and the relevant cheque or cashier’s order to any designated branch of Industrial and Commercial Bank of China (Asia) Limited or Bank of Communications Co., Ltd. Hong Kong Branch before 4:00 p.m. on 16 December 2010.
Please note that all cheques and cashier’s orders will be presented for payment immediately following receipt. If any cheque or cashier’s order accompanying the form is dishonoured on first presentation, the form is liable to be rejected.

Option 2:
Sell all your Nil Paid H Rights (in the market)

DEADLINE:
4:00 p.m. on 13 December 2010

Take your PAL to your broker as soon as possible if you wish to sell all your Nil Paid H Rights in the market. Your broker will help you fill in Form B on page 2 of your PAL. You should sign Form B (all joint shareholders must sign). You should take your PAL to your broker in sufficient time for your broker to sell all your Nil Paid H Rights before dealing in Nil Paid H Rights ends at 4:00 p.m. on 13 December 2010. Your broker may charge a fee for this service as agreed with you.

Option 3:
Transfer all your Nil Paid H Rights

DEADLINE:
4:00 p.m. on 16 December 2010

Transfer all your Nil Paid H Rights (to a specific person rather than through a broker) by completing and signing the form of transfer and nomination (Form B on page 2 of your PAL), and arranging for the transferee to complete and sign the registration application form (Form C on page 2 of your PAL). In order to effect the transfer, the transferee must lodge the PAL plus, if he/she wishes to take up the Nil Paid H Rights, the remittance (a cheque drawn on a bank account with, or cashier’s order issued by a licensed bank in Hong Kong) in accordance with Option 1 above. It should be noted that Hong Kong stamp duty is payable in connection with the transfer of your Nil Paid H Rights to the transferee(s) and the acceptance by the transferee(s) of such rights.

Option 4:
Take up/Sell/Transfer some of your Nil Paid H Rights

DEADLINE:
Splitting: 4:30 p.m. on 8 December 2010
Selling: 4:00 p.m. on 13 December 2010
Take up: 4:00 p.m. on 16 December 2010
Transferring: 4:00 p.m. on 16 December 2010

1. Split your Nil Paid H Rights by delivering your PAL in person to Computershare Hong Kong Investor Services Limited (“Computershare”) for cancellation, together with a cover letter stating clearly the number of split PALs required and the number of Nil Paid H Rights to be comprised in each split PAL (which, in aggregate, should be equal to the number of H Rights Shares provisionally allotted to you as stated in Box B of Form A on page 1 of your original PAL). Your new split PALs will be available for collection from Computershare at Shops 1712–1716, 17th Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong on the second business day after you surrender your original PAL. You may then deal with your Nil Paid H Rights set out in each split PAL in accordance with Options 1, 2, 3 and 4. The deadline for splitting is 4:30 p.m. on 8 December 2010.
2. You may take up, sell or transfer some of your Nil Paid H Rights. You will first need to split your PAL (see paragraph 1 above). You should then (i) follow the steps outlined in Option 1 above in respect of those Nil Paid H Rights you wish to take up or (ii) follow the steps outlined in Option 2 above in respect of those Nil Paid H Rights you wish to sell or (iii) follow the steps outlined in Option 3 above in respect of those Nil Paid H Rights you wish to transfer. You should note that any of your Nil Paid H Rights that are not taken up by you after splitting or are not sold or transferred by you to any other person will lapse after 4:00 p.m. on 16 December 2010.

Option 5:
Take up more Nil Paid H Rights through excess application

DEADLINE:
4:00 p.m. on 16 December 2010

1. Make out a cheque or obtain a cashier’s order in Hong Kong dollars payable to “ICBC (Asia) Nominee Limited – ICBC – EAF” and crossed for the number of excess H Rights Shares you want to apply for. Cheques must be drawn on a bank account with, or cashier’s orders must be issued by a licensed bank in Hong Kong.
2. Write down the number of excess H Rights Shares you want to apply for and the total amount payable in the appropriate boxes underneath on the EAF. The following example is for illustration purpose.
Write down the number of excess H Rights Shares you want to apply for and the total amount payable in the following appropriate boxes in ink (preferably in black) and mark “X” in the corresponding boxes underneath.
請在以下適當空格內用墨水筆（以黑色為佳）填寫 閣下擬申請之額外 H 股供股股份數目及應付股款總額，並在其下相應空格內加上「X」。
Number of excess H Rights Shares applied for
所申請之額外 H 股供股股份數目
Total Amount Payable (HK\$)
應付股款總額(港元)
3. Write the name of bank which your cheque or cashier’s order is drawn, the cheque or cashier’s order number and your contact telephone number on the EAF. You should sign on the EAF (all joint H shareholders must sign).
4. Write your name and identifier (number indicated at the top right on your EAF) on the back of your cheque or cashier’s order and staple it with your EAF.
5. Submit the duly completed EAF and the relevant cheque or cashier’s order to any designated branch of Industrial and Commercial Bank of China (Asia) Limited or Bank of Communications Co., Ltd. Hong Kong Branch before 4:00 p.m. on 16 December 2010.
Please note that all cheques and cashier’s order will be presented for payment immediately following receipt. If any cheque or cashier’s order accompanying the form is dishonored on first presentation, the form is liable to be rejected.

Option 6:
Do nothing (let your Nil Paid H Rights lapse)

If you do not wish to take up or sell any of your Nil Paid H Rights then you do not need to return your PAL and EAF. Your Nil Paid H Rights will lapse after 4:00 p.m. on 16 December 2010. Your provisional allotment and all Nil Paid H Rights and entitlements hereunder will be deemed to have been declined and will be cancelled and such Nil Paid H Rights will be available for application on EAF by other Qualified H Shareholders.

IMPORTANT INFORMATION

Key Dates	
1 December 2010	First day of dealings in Nil Paid H Rights
8 December 2010 (4:30 p.m.)	Latest time for splitting Provisional Allotment Letters
13 December 2010	Last day of dealings in Nil Paid H Rights
16 December 2010 (4:00 p.m.)	Latest time for acceptance of, and payment for, H Rights Shares and application and payment for excess H Rights Shares
	Announcement of results of the H Share Rights Issue
23 December 2010	Despatch of share certificates and refund cheque, where applicable
24 December 2010	First day of dealings in H Rights Shares
28 December 2010 (9:30 a.m.)	
Designated branches of Industrial and Commercial Bank of China (Asia) Limited	
Hong Kong Island	
Central Branch	1/F., 9 Queen’s Road Central
Sheung Wan Branch	Shop F, G/F, Kai Tak Commercial Building, 317–319 Des Voeux Road Central, Sheung Wan
	G/F, 103–103A Wan Chai Road
Wan Chai Road Branch	G/F, 436–438 King’s Road, North Point
North Point Branch	
Kowloon	
Mongkok Branch	G/F., Belgian Bank Building, 721–725 Nathan Road, Mongkok
Hung Hom Branch	Shop 2A, G/F, Hung Hom Shopping Mall, 2–34E Tak Man Street, Hung Hom
Kwun Tong Branch	Shop 5 & 6, 1/F, Crocodile Center, 79 Hoi Yuen Road, Kwun Tong
New Territories	
Yuen Long Branch	G/F., 197–199 Castle Peak Road, Yuen Long
Designated branches of Bank of Communications Co., Ltd. Hong Kong Branch	
Hong Kong Island	
Hong Kong Branch	20 Pedder Street, Central
Wanchai Sub-Branch	G/F., 32–34 Johnston Road
Kowloon	
Tsimshatsui Sub-Branch	Shop 1–3, G/F., 22–28 Mody Road
New Territories	
Tuen Mun Sub-Branch	Shop 7–8, G/F, Castle Peak Lin Won Building, 2–4 Yan Ching Street
Tseung Kwan O Sub-Branch	Shop 253–255, Metro City Shopping Arcade, Phase I
Tsuen Wan Sub-Branch	G/F., Shop G9B–G11, Pacific Commercial Plaza, Bo Shek Mansion, 328 Sha Tsui Road
	Shop No. 193, Level 3, Lucky Plaza
Shatin Sub-Branch	
Terms defined in the H Share Rights Issue Prospectus shall bear the same meanings when used herein unless the context otherwise requires. Please note that further details regarding the H Share Rights Issue which are contained in the H Share Rights Issue Prospectus is available on the Bank’s website: www.icbc-ltd.com or on the website of the Hong Kong Stock Exchange www.hkexnews.hk. If you have questions in relation to the H Share Rights Issue, please call the H Shareholder hotline on (852) 2862 8666.	