

How to complete Provisional Allotment Letter (PAL) 如何填寫暫定配額通知書

Please follow the steps if you want to subscribe for all H Rights Shares provisionally allotted:

如欲認購所有獲暫定配發之H股供股股份，請留意以下步驟：

Step 1:

Please write a cheque / banker's cashier order made payable to **“ICBC (Asia) Nominee Limited – ICBC – PAL”**. Write your name and identifier (number indicated at the middle of the Form A on page 1 of your PAL) on the back of your cheque/bank's cashier order.

步驟1:

請填寫支票／銀行本票抬頭人名稱為「**工銀亞洲代理人有限公司－工行－暫定配額供股**」。並於支票／銀行本票背頁寫上閣下姓名及識別號(見暫定配額通知書第一頁表格甲中間部份)。

Step 2:

Please write the name of bank which the cheque / banker's cashier order to be drawn.

步驟2:

請填寫支票／銀行本票的付款銀行名稱。

Step 3:

Please write the cheque / banker's cashier order number.

步驟3:

請填寫支票／銀行本票號碼。

Step 4:

Please provide your contact telephone number.

步驟4:

請提供閣下聯絡電話號碼。

Step 5:

Please staple a cheque / banker's cashier order with the duly completed PAL and submit to any designated branches of Industrial and Commercial Bank of China (Asia) Limited or Bank of Communications Co., Ltd. Hong Kong Branch by no later than 4:00 p.m. on Thursday, 16 December 2010.

步驟5:

請將有關支票／銀行本票緊釘於已填妥的暫定配額通知書上，並遞交至任何一間中國工商銀行(亞洲)有限公司或交通銀行股份有限公司香港分行指定分行，惟不得遲於2010年12月16日(星期四)下午四時正。

Form A 表格甲

Please staple
your payment
here
請將股款
緊釘在此

Reference is made to the prospectus (the "H Share Rights Issue Prospectus") issued by Industrial and Commercial Bank of China Limited (the "Bank") dated Monday, 29 November 2010 in relation to the H Share Rights Issue. Terms defined in the H Share Rights Issue Prospectus shall bear the same meanings when used herein unless the context otherwise requires.

茲提述中國工商銀行股份有限公司(「本行」)於2010年11月29日(星期一)就H股供股刊發之供股章程(「H股供股章程」)。除文義另有所指外，於H股供股章程中所界定之詞彙與本文件採用者具相同涵義。

IF YOU ARE IN ANY DOUBT AS TO THE CONTENTS OF THIS DOCUMENT OR AS TO THE ACTION TO BE TAKEN, OR IF YOU HAVE SOLD ALL OR PART OF YOUR H SHARES OF THE BANK, YOU SHOULD CONSULT A LICENSED SECURITIES DEALER, BANK MANAGER, SOLICITOR, PROFESSIONAL ACCOUNTANT OR OTHER PROFESSIONAL ADVISER.

閣下如對本文件之內容或應採取之行動有任何疑問或如閣下已出售閣下名下全部或部份本行之H股，應諮詢閣下之持牌證券交易商、銀行經理、律師、專業會計師或其他專業顧問。

THIS DOCUMENT IS VALUABLE AND TRANSFERABLE AND REQUIRES YOUR IMMEDIATE ATTENTION. THE OFFER CONTAINED IN THIS DOCUMENT AND THE ACCOMPANYING EXCESS APPLICATION FORM EXPIRE AT 4:00 P.M. ON THURSDAY, 16 DECEMBER 2010.

本文件具有價值及可轉讓，務請閣下立即處理。本文件及隨附之額外申請表格所載之要約於2010年12月16日(星期四)下午四時正截止。

Deals in the securities of the Bank and the Nil Paid H Rights and the H Rights Shares may be settled through CCASS and you should consult a licensed securities dealer, bank manager, solicitor, professional accountant or other professional adviser for details of the settlement arrangements and how such arrangements may affect your rights and interests. Existing H Shares have been dealt in on an ex-rights basis from Monday, 22 November 2010. Deals in the Nil Paid H Rights will take place from Wednesday, 1 December 2010 to Monday, 13 December 2010 (both days inclusive).

本行證券、未繳股款H股供股及H股供股股份之買賣可通過中央結算系統進行交易。閣下應諮詢閣下之持牌證券交易商、銀行經理、律師、專業會計師或其他專業顧問，以了解結算安排詳情以及有關安排可能如何影響閣下之權利及權益。自2010年11月22日(星期一)起，現有H股按除權基準進行交易。未繳股款H股供股權將於2010年12月1日(星期三)至2010年12月13日(星期一)(首尾兩天包括在內)期間買賣。

This provisional allotment letter in relation to the H Share Rights Issue (the "Provisional Allotment Letter") and any acceptance of and application made under it are governed by and shall be construed in accordance with the laws of Hong Kong. There is no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this document.

有關H股供股之暫定配額通知書(「暫定配額通知書」)以及據此作出之任何接納及申請均受香港法例監管，並按其詮釋。香港交易及結算有限公司、香港聯合交易所有限公司及香港中央結算有限公司對本文件之內容概不負責，對其準確性或完整性亦不發表任何聲明，並明確表示，概不對因本文件全部或任何部份內容而產生或因依賴該等內容而引致之任何損失承擔任何責任。

Subject to the granting of the listing of, and permission to deal in, the Nil Paid H Rights and the H Rights Shares on the Hong Kong Stock Exchange, and subject to compliance with the stock admission requirements of HKSCC, the Nil Paid H Rights and the H Rights Shares will be accepted as eligible securities by HKSCC for deposit, clearance and settlement in CCASS with effect from the respective commencement dates of dealings in the Nil Paid H Rights and the H Rights Shares or such other date(s) as determined by HKSCC. Settlement of transactions between participants of the Hong Kong Stock Exchange on any trading day is required to take place in CCASS on the second trading day thereafter. All activities under CCASS are subject to the "General Rules of CCASS" and the "CCASS Operational Procedures" in effect from time to time.

於未繳股款H股供股權及H股供股股份獲香港聯交所批准上市及買賣符合香港結算之股份收納規定後，未繳股款H股供股權及H股供股股份將獲香港結算接納為合資格證券，自未繳股款H股供股權及H股供股股份各自開始買賣之日或香港結算指定之其他日期起，可在中央結算系統內寄存、結算及交收。香港聯交所參與者之間於任何交易日進行之交易，須於其後第二個交易日於中央結算系統內交收。中央結算系統內一切活動均須根據不時有效之《中央結算系統一般規則》及《中央結算系統運作程序規則》進行。

at HK\$3.49 EACH ON THE BASIS OF 0.45 H RIGHTS SHARES FOR EVERY 10 EXISTING H SHARES HELD ON THE H SHARE RECORD DATE

建議H股供股，按於H股股權登記日每持有10股現有H股獲發0.45股H股供股股份之基準，以每股H股供股股份3.49港元之價格發行3,737,542,588股H股

PAYABLE IN FULL ON ACCEPTANCE BY NOT LATER THAN 4:00 P.M. ON THURSDAY, 16 DECEMBER 2010

股款須不遲於2010年12月16日(星期四)下午四時正接納時繳足

PROVISIONAL ALLOTMENT LETTER

暫定配額通知書

Provisional Allotment Letter nu
暫定配額通知書編號

7654321

C000000001

7654321

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

C000000001

How to complete Excess Application Form (EAF)
如何填寫額外申請表格

Please follow the steps if you want to apply for
excess H Rights Shares:
如欲認購額外H股供股股份，請留意以下步驟：

Step 1:

Please write down the number of excess H Rights
Shares you want to apply for and the total amount
payable (number of excess H Rights Shares x
HK\$3.49 per H Rights Share) in respect of the excess
H Rights Shares being applied for in ink (preferably in
black) and mark “x” in the corresponding boxes
underneath. **The following example is for
illustration purpose only.**

步驟1：

請以墨水筆(以黑色為佳)填寫 閣下欲申請之額外
H股供股股份數目及應付之股款總額(所申請之額
外H股供股股份數目x每股H股供股股份3.49港元)，
並在其下相對應空格內填上「x」。以下例子僅供參
考。

Step 2:

Please write a cheque / banker's cashier order made
payable to **“ICBC (Asia) Nominee Limited – ICBC
– EAF”**. Indicate your name and identifier (number
indicated at the top right on your EAF) on the back of
your cheque/bank's cashier order.

步驟2：

請填寫支票／銀行本票抬頭人名稱為「**工銀亞洲代
理人有限公司 – 工行 – 額外供股**」。並於支票／
銀行本票背頁寫上 閣下姓名及識別號(見額外申
請表格之右上方)。

Step 3:

Please write the name of bank on which cheque /
banker's cashier order to be drawn.

步驟3：

請填寫支票／銀行本票的付款銀行名稱。

Step 4:

Signature(s) of applicant(s) (all joint applicant(s) must
sign).

步驟4：

申請人簽署(所有聯名申請人均須簽署)。

Step 5:

Please write the cheque / banker's cashier order
number.

步驟5：

請填寫支票／銀行本票號碼。

Name(s) and address of the Qualified H Shareholder(s)
合資格H股股東姓名及地址

Chan Tai Man
Flat A, 18/F,
HK Building, Central
Hong Kong

Please staple
your
payment
here
請將
股款
緊釘在此

H Share Registrar:
Computershare Hong Kong Investor Services Limited
Shops 1712-1716, 17th Floor, Hopewell Centre
183 Queen's Road East
Wanchai
Hong Kong
H股股份過戶登記處：
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17樓1712-1716號舖

To: The Directors,
Industrial and Commercial Bank of China Limited

Dear Sirs,

I/We, being the Qualified H Shareholder(s) named above, hereby irrevocably apply for the below mentioned number of excess H Rights Shares at the issue price of HK\$3.49 per H Rights Share under the H Share Rights Issue. I/We enclose a separate remittance in favour of **“ICBC (Asia) Nominee Limited – ICBC – EAF”** and crossed “Account Payee Only”, being payment in full on application, and I/we hereby request you to allot such excess H Rights Shares applied for, or any smaller number to me/us, and to send by ordinary post at my/our risk to my/our address shown above my/our share certificate(s) for the number of excess H Rights Shares as may be allotted to me/us in respect of this application and/or a cheque for any application monies refundable to me/us. I/we understand that any excess H Rights Shares will, at the sole discretion of the Directors, be allocated and allotted on a fair and reasonable basis as far as practicable. (i) preference will be given to those applications that will top up odd lots into whole board lots, and (ii) after applying the principle in (i) above, the remaining excess H Rights Shares (if preference will be given) or all excess H Rights Shares (if no preference will be given) will be allocated to Qualified H Shareholders who have applied for excess H Rights Shares on a pro rata basis with reference to their number of excess H Rights Shares applied for.

I/We hereby undertake to accept such number of excess H Rights Shares as may be allotted to me/us as aforesaid upon the terms set out in the H Share Rights Issue Prospectus and the Provisional Allotment Letter and subject to the Articles of Association of the Bank. In respect of any excess H Rights Shares allotted to me/us, I/we authorise you to place my/our name(s) on the register of members of the Bank as holder(s) of such H Rights Shares.

致：中國工商銀行股份有限公司
列位董事 台照

敬啟者：

本人／吾等為上列之合資格H股股東，現不可撤回地申請以每股H股供股股份3.49港元之發行價申請下文所示數目之額外H股供股股份，並附上註明抬頭人為「**工銀亞洲代理人有限公司 – 工行 – 額外供股**」以及「只准入抬頭人賬戶」劃線方式寫出開出之匯付股款，並為申請時應全數支付之股款。本人／吾等謹請董事配發本人／吾等所申請或任何較所申請數目為少之額外H股供股股份予本人／吾等，並將本人／吾等就此項申請可能獲配發之額外H股供股股份數目之股票及／或應退還予本人／吾等之任何申請股款之支票，按上文所示，以本人／吾等之地址以平郵方式郵寄予本人／吾等。敝謹此聲明敝等將根據以下原則在切實可行的情況下，按公平合理基準全權酌情分配及配發任何額外H股供股股份：(i)申請為將不足一半之零碎股款補足為一半完整買賣單位之股款，以填補其申請時應全數支付之股款，及(ii)在符合上述原則下，將所有額外H股供股股份之總數不足以前所有申請之額外H股供股股份之總數不足以前所有申請之額外H股供股股份之數目按比例向彼等作出分配。

本人／吾等承諾遵照H股供股章程及暫定配額通知書所載條款，並在 貴行之公司章程規程下，接受上文所述可能配發予本人／吾等之額外H股供股股份數目。本人／吾等就任何獲配發之額外H股供股股份，授權董事將本人／吾等之姓名列入 貴行之股東名冊作為該等H股供股股份持有人。

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. 請在下適當空格內用墨水筆(以黑色為佳)填寫 閣下欲申請之額外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 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)												
, , 1, 0 0 0										, , 3, 4 9 0 . 0 0												
0	0	0	0	0	0	0	0	0	0	X	X	X	0	0	0	0	0	0	0	X	X	X
1	1	1	1	1	1	1	1	X	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	X	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	X	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	X	9	9	9	9	9	9

This form should be completed and lodged together with payment of HK\$3.49 per H Rights Share for the number of excess H Rights Shares applied for (in cheques) or cashier's order(s), at the particular branches of Industrial and Commercial Bank of China (Asia) Limited or Bank of Communications Co., Ltd. Hong Kong Branch as mentioned in the H Share Rights Issue Prospectus by no later than 4:00 p.m. on Thursday, 16 December 2010. All remittances must be made in Hong Kong dollars and by cheque or cashier's order. Cheques must be drawn on an account with and cashier's orders must be issued by, a licensed bank in Hong Kong and made payable to **“ICBC (Asia) Nominee Limited – ICBC – EAF”** and crossed “ACCOUNT PAYEE ONLY”. No receipt will be issued for such remittance.

本表格填妥後，應連同所申請之額外H股供股股份數目以每股H股供股股份3.49港元計算之應繳股款(以支票或銀行本票形式)，不遲於2010年12月16日(星期四)下午四時正交回至H股供股章程中所述之中國工商銀行(亞洲)有限公司或交通銀行股份有限公司香港分行指定分行。作為寄交支票或匯款或銀行本票以作應付之支票及銀行本票須由香港之持牌銀行發出，並須註明抬頭人為「**工銀亞洲代理人有限公司 – 工行 – 額外供股**」及劃線方式開出。所有匯款將不獲發收據。

All cheques and cashier's orders will be presented for payment immediately following receipt and all interest earned on such monies will be retained for the benefit of the Bank. Completion and return of this form together with a cheque or cashier's order in payment for the excess H Rights Shares applied for will constitute a warranty by the applicant that the cheque or cashier's order will be honoured on first presentation. If any cheque or cashier's order accompanying this form is dishonoured on first presentation, without prejudice to the other rights of the Bank, this form is liable to be rejected. You must pay the exact amount payable upon application for the H Rights Shares, underpaid application will be rejected. In the event of overpaid application, a refund cheque will be made out to you only if the overpaid amount is HK\$100 or above.

所有支票及銀行本票將即時過帳。所有附股款所填繳之全部利息將留給本行。若填妥之支票或銀行本票未獲兌現，則該支票或銀行本票將被拒絕受理。倘填妥之支票或銀行本票於首次過帳時未獲兌現，在不影響本行其他權利之情況下，本表格可遭拒絕受理。閣下須於申請認購H股供股股份時支付應付全額，支付金額不足之申請將會遭拒絕受理。在多繳申請金額之情況下，只有多繳申請金額等於港幣100元或以上才會獲得退款支票。

The H Share Rights Issue Prospectus and the related application forms have not been and will not be registered or filed under any applicable securities or equivalent legislation of any jurisdictions outside Hong Kong.

H股供股章程及有關申請表格並未亦不會根據香港以外之任何司法權區之任何適用證券法例或同等法例註冊或存檔。

No action has been taken to prevent the offering of the H Rights Shares, or the distribution of the H Share Rights Issue Prospectus or any of the related application forms, in any territory or jurisdiction outside Hong Kong. Accordingly, no person receiving a copy of any of the H Share Rights Issue Prospectus or any of the related application forms in any territory or jurisdiction outside Hong Kong may treat it as an offer or invitation to apply for excess H Rights Shares, unless in the relevant jurisdiction such offer or invitation could lawfully be made without compliance with any registration or other legal or regulatory requirements.

本行並未採取任何措施以阻止或防止在港以外任何地區或司法權區接獲或分發H股供股章程或任何有關申請表格。因此，在香港以外任何地區或司法權區接獲任何H股供股章程或任何有關申請表格之人士，均不得視之為申請額外H股供股股份之要約或邀請，除非於相關司法權區可獲適當存任何登記或存檔，或獲當地監管規定而合法作出該要約或邀請。

It is the responsibility of any person (including but without limitation to nominees, custodians, agents and trustees) receiving a copy of the H Share Rights Issue Prospectus or any of the related application forms outside Hong Kong and wishing to take up the H Rights Shares under the H Share Rights Issue Prospectus to satisfy himself/herself itself as to the observance of the applicable laws and regulations of the relevant territory or jurisdiction including obtaining of any governmental or other consents, observing any other formalities which may be required in such territory or jurisdiction, and to pay any taxes, duties and other amounts required to be paid in such territory or jurisdiction in connection therewith. By completing, signing and submitting this Excess Application Form, each subscriber of the H Rights Shares will be deemed to have given effect to the representations and warranties to the Bank and the Underwriters that these local laws and requirements have been fully complied with and the representations and warranties as set out overall. If you are in any doubt as to your position, you should consult your professional advisers.

於香港以外地區接獲H股供股章程或任何有關申請表格之人士，應自行負責確保其遵守有關地區或司法權區之適用法例及規則(包括取得任何政府或其他認可，遵守該地區或司法權區之法律規定及支付任何稅項、收費及其他相關款項)。填妥、簽署及交回本額外申請表格時，H股供股股份之每名認購人將被視為已向本行及承銷商作出聲明及保證彼等已全面遵守有關當地法例所要求及作出上述所載之各項聲明及保證。倘閣下對本身之情況有任何疑問，應諮詢閣下之專業顧問。

You will be notified by the H Share Registrar of any allotment of excess H Rights Shares made to you. If no excess H Rights Shares are allotted to you, it is expected that cheque(s) for the amount tendered on application will be posted to you in full without interest on your own risk on or about Friday, 24 December 2010. If the surplus excess H Rights Shares are allotted to you, it is expected that cheque(s) for the surplus application monies will be posted to you without interest on your own risk on or about Friday, 24 December 2010. Any such cheques will be drawn in favour of the person(s) named on this form. It is expected that certificates in respect of the excess H Rights Shares, will be posted on Friday, 24 December 2010. You will receive one share certificate for the entitlement to the H Rights Shares in fully-paid form.

閣下將獲H股股份過戶登記處通知獲配發之額外H股供股股份數目。倘閣下不獲配發任何額外H股供股股份，則於申請時應付之股款將會全數退還予閣下，閣下退款支票預期將於2010年12月24日(星期五)或前後郵寄予閣下。倘該風險概由閣下自行承擔。閣下獲配發之額外H股供股股份數目少於所申請之數目，則多於出之申請款項將會不計利息以支票退還予閣下。退款支票預期將於2010年12月24日(星期五)或前後郵寄予閣下。倘該風險概由閣下自行承擔。任何上述支票票將以名列於表格之人士為收款人。額外H股供股股份之發售事項將於2010年12月24日(星期五)發出。閣下將會獲發H股供股股份之認購證書一張。

All documents, including cheques for amounts due, will be sent by ordinary post at the risk of the persons entitled thereto to their respective addresses shown on the register of members of the Bank.

所有文件(包括應付股款之支票)將根據本行股東名冊所示有權收取者之各自登記地址以平郵方式寄予彼等，郵誤風險概由彼等承擔。

I/We, hereby undertake to accept such number of excess H Rights Shares as may be allotted to me/us as aforesaid upon the terms set out in the H Share Rights Issue Prospectus and subject to the Articles of Association of the Bank. In respect of any excess H Rights Shares allotted to me/us, I/we authorise you to place my/our name(s) on the register of members of the Bank as holder(s) of such excess H Rights Shares.

本人／吾等承諾遵照H股供股章程所載條款及在 貴行之公司章程之規程下，接納上文所述可能配發予本人／吾等之該等額外H股供股股份數目。本人／吾等就任何獲配發之額外H股供股股份，授權董事將本人／吾等之姓名列入 貴行之股東名冊作為該等額外H股供股股份持有人。

A SEPARATE CHEQUE OR BANKER'S CASHIER ORDER MUST ACCOMPANY EACH APPLICATION. NO RECEIPT WILL BE ISSUED.
一份申請必須隨附一張獨立開出之支票或銀行本票。所有匯款不獲發收據。

1. Chan Tai Man 2. 3. 4.
Signature(s) of applicant(s) (all joint applicant(s) must sign) 申請人簽署 (所有聯名申請人均須簽署)

Name of bank on which cheque/banker's cashier order is drawn 支票／銀行本票的付款銀行名稱：

HSBC

Cheque/banker's cashier order number 支票／銀行本票號碼：

456789

Excess Application Form
額外申請表格編號



6543210

Identifier
識別號



C0000000001

Registered Office:
No. 55 Fuxingmennei Avenue
Xicheng District
Beijing 100140
People's Republic of China
註冊辦事處：
中國
北京市西城區
復興門內大街55號
郵政編碼：100140

Step 6:

Please provide your contact telephone number.

步驟6：

請提供 閣下聯絡電話號碼。

Step 7:

Please write the date.

步驟7：

請填寫日期。

Step 8:

Please staple a cheque / banker's cashier order with
the duly completed EAF and submit to any designated
branches of Industrial and Commercial Bank of China
(Asia) Limited or Bank of Communications Co., Ltd.
Hong Kong Branch by no later than 4:00 p.m. on
Thursday, 16 December 2010.

步驟8：

請將有關支票／銀行本票緊釘於已填妥的額外申
請表格上，並遞交至任何一間中國工商銀行(亞洲)
有限公司或交通銀行股份有限公司香港分行指定
分行，惟不得遲於2010年12月16日(星期四)下午
四時正。

EAF
額外申請表格