

# 交通銀行股份有限公司

## Bank of Communications Co., Ltd.

(A joint stock limited company incorporated in the People's Republic of China with limited liability) (Stock code: 03328)

#### NOTIFICATION LETTER 通知信函

21 April 2012

Dear Shareholders,

#### Bank of Communications Co., Ltd. (the "Bank")

- Publication of the 2011 Annual Report, the Supplemental Circular on the 2012 First Extraordinary General Meeting of the Bank to be held on 9 May 2012 and the related Supplemental Proxy Form (the "Current Corporate Communication")

The English and Chinese versions of the Current Corporate Communication are available on the Bank's website at www.bankcomm.com and the HKExnews's website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>. You may access the Current Corporate Communication by clicking "Investor Relations" on the homepage of the Bank's website or browsing through the HKExnews's website. If you have chosen to receive the Corporate Communication (Note) in printed form, the selected language version(s) of the Current Corporate Communication is enclosed.

Please note that you are entitled at any time to change your choice of language and means of receipt of all future Corporate Communication or to receive the Current Corporate Communication by giving reasonable notice in writing or simply completing the Change Request Form on the reverse side and send it to the Bank's H share registrar, Computershare Hong Kong Investor Services Limited (the "H Share Registrar") by using the mailing label at the bottom of the Change Request Form (a stamp is not needed if posted in Hong Kong). The address of H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send an email with a scanned copy of the Change Request Form to <a href="mailto:bankcomm.ecom@computershare.com.hk">bankcomm.ecom@computershare.com.hk</a>. The Change Request Form may also be downloaded from the Bank's website at <a href="mailto:www.bankcomm.com">www.bankcomm.com</a> or the HKExnews's website at www.hkexnews.hk.

Even if you have chosen (or are deemed to have consented) to read the website version of the Current Corporate Communication posted on the Bank's website but for any reason you have difficulty in receiving or gaining access to such website version, the Bank will promptly upon your request send the Current Corporate Communication in printed form to you free of charge.

For those Shareholders who would like to appoint proxies to attend and vote in their stead at the 2012 First Extraordinary General Meeting of the Bank to be held on 9 May 2012, please download the Supplemental Proxy Form from the Bank's website or the HKExnews's website, and complete, sign and deposit the Supplemental Proxy Form at the H Share Registrar not less than 24 hours before the time fixed for holding the 2012 First Extraordinary General Meeting or any adjournment thereof, following the instructions as provided in the Notes to the Supplemental Proxy Form. Please note that the Supplemental Proxy Form is for the purpose of the supplemental resolutions set out in the Supplemental Notice of the 2012 First Extraordinary General Meeting of the Bank dated 21 April 2012 and only serves as a supplement to the original proxy form for the 2012 First Extraordinary General Meeting of the Bank.

Should you have any queries relating to any of the above matters, please call the Bank's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to bankcomm.ecom@computershare.com.hk.

> Yours faithfully, Du Jianglong Company Secretary For and on behalf of Bank of Communications Co.,Ltd.

Note: Corporate Communication refers to any document issued or to be issued by the Bank for the information or action of holders of any of the Bank's securities as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to (a) the annual report; (b) any interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位股東:

### 交通銀行股份有限公司 (「本行」)

#### ·2011年年報、將於2012年5月9日舉行之2012年第一次臨時股東大會補充通函及相關補充代表委任表格(「本次公司通訊」) 之發佈通知

本次公司通訊的中、英文版本現已登載於本行網站(www.bankcomm.com)及香港交易所披露易網站(www.hkexnews.hk),歡迎 瀏覽, 閣下可在本行網站主頁按「投資者關係」一項以下載或閱覽本次公司通訊,或在香港交易所披露易網站瀏覽該等文件。如 閣下已選擇收取公司通訊<sup>(用注)</sup>印刷本, 本函附有 閣下選定的本次公司通訊語言版本。

敬請注意: 閣下如欲更改今後所有公司通訊之語言版本及收取方式,或欲收取本次公司通訊, 閣下有權在任何時間發出 合理書面通知或簡單透過填寫背面的變更申請表,並使用變更申請表下方的郵寄標籤(如在香港投寄無需貼上郵票),寄回 本行 H 股證券登記處,香港中央證券登記有限公司 (「H 股證券登記處」),地址為香港灣仔皇后大道東 183 號合和中心 17M 閣下亦可把已填妥之變更申請表的掃描副本電郵到 bankcomm.ecom@computershare.com.hk 。 變更申請表亦可於本行網站 (www.bankcomm.com)或香港交易所披露易網站(www.hkexnews.hk)內下載。

閣下如已選擇(或被視為已同意)閱覽在本行網站發佈的本次公司通訊網上版本,但因任何理由以致在收取或接收登載 於本行網站上的本次公司通訊出現困難,本行將應 閣下要求立即向 閣下寄發本次公司通訊的印刷版本,費用全免。

股東如欲委任代表出席本行將於 2012 年 5 月 9 日舉行之 2012 年第一次臨時股東大會及於會上代為投票,請於本行網站或香港交易所披露易網站下載補充代表委任表格,根據補充代表委任表格內附註之指示填寫、簽署,並最遲於臨時股東大會 或其續會指定舉行時間 24 小時前交回本行 H 股證券登記處。請注意補充代表委任表格為日期為 2012 年 4 月 21 日的本行 2012年第一次臨時股東大會補充通知所載列的該等補充決議案而適用,僅對本行2012年第一次臨時股東大會適用的原有代 表委任表格作出補充

倘 閣下對本函內容有任何疑問,請致電本行電話熱線(852)28628688,辦公時間為星期一至五(公眾假期除外)上午9時 正至下午 6 時正或電郵至 <u>bankcomm.ecom@computershare.com.hk</u>。

> 代表 交通銀行股份有限公司

公司秘書 杜江龍

謹啟

二零一二年四月二十一日

## Change Request Form 變更申請表

Bank of Communications Co., Ltd. (the "Bank") To: (Stock Code: 03328)

c/o Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

交通銀行股份有限公司(「本行」或「貴行」)

(股份代號:03328)

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 17M 樓

I/We have already received a printed copy of the Current Corporate Communication in Chinese / English or have chosen (or are deemed to have consented) to read the Current Corporate Communication posted on the Bank's website:

本人/我們已收取本次公司通訊之中文/英文印刷本或已選擇(或被視為已同意)閱覽 貴行網站所登載之本次公司通訊:

Part A - 甲 部	I/We would like to receive the Current Corporate Communication in the manner as indicated below: 本人/我們現欲以下述方式收取本次公司通訊:
(Please m	nark <b>ONLY ONE (X)</b> of the following boxes 請從下列選擇中,僅在其中 <b>一個空格</b> 內劃上「 <b>X</b> 」號)
	I/We would like to receive <b>a printed copy in English</b> . 本人/我們希望收取 <b>一份英文印刷本</b> 。
	I/We would like to receive <b>a printed copy in Chinese</b> . 本人/我們希望收取 <b>一份中文印刷本</b> 。
	I/We would like to receive <b>both the printed English and Chinese copies</b> . 本人/我們希望收取 <b>英文和中文各一份印刷本</b> 。
乙 部	· I/We would like to change the choice of language and means of receipt of future Corporate Communication of the Bank as indicated below: 本人/我們現欲更改以下列方式收取 貴行日後公司通訊之語言版本及收取途徑: tk 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)
	read the <b>Website version</b> of all future Corporate Communication published on the Bank's website in place of receiving printed copies; and receive an email notification or a notification letter of the publication of Corporate Communication on the Bank's website; <b>OR</b> 閱覽在本行網站刊發之所有日後公司通訊之網上版本,以代替印刷本,並收取公司通訊已在本行網站刊發之電郵通知/通知信函;或
	il Address    The Bank will send to the email address provided above (if any) a notification of the availability of the Corporate Communication on the Bank's website in the future. If no email address is provided, only a notification letter of the publication of the Corporate Communication on the Bank's website will be sent. Please provide the email address in English Block Letters and the email address is used for notification of release of Corporate Communication only)
	(本行日後會在公司通訊於本行網站發佈時發出通知至以上提供之電郵地址(如有)。如未有提供電郵地址,則會發出公司通訊已在網上刊發的通知信函予 閣下。 <u>請以英文正楷填寫</u>
	<u>電郵地址</u> ,以上電影地址僅供用作適知公司通訊已發佈。)
	to receive the <b>printed English version</b> of all future Corporate Communication ONLY; <b>OR</b> 僅收取所有日後公司通訊之 <b>英文印刷本;或</b>
	to receive the <b>printed Chinese version</b> of all future Corporate Communication ONLY; <b>OR</b> 僅收取所有日後公司通訊之 <b>中文印刷本;或</b>
	to receive both the printed <b>English and Chinese versions</b> of all future Corporate Communication. 同時收取所有日後公司通訊之 <b>英文及中文印刷本</b> 。
Date 日期	Signature(s) 簽名
	se complete all your details clearly. Please specify your name and address clearly in ENGLISH BLOCK LETTER on the top left corner in this change request form if you download this form from the web.  國下清楚填妥所有資料。 倘若 國下從賴上下載本變更申請表,請於本表格左上方用英文正體清楚註明 國下的姓名及地址。

- By electing to read the Website Version of the Corporate Communication published on the Bank's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communication in printed form. 在選擇瀏覽在本行網站發出之公司通訊網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利

- 任選擇測度化本行網站發出之公司週話網上版本以代管収取印刷本後, 阁下已明示问意放業収取公司週話印刷本的權利。 If your shares are held in joint names, the shareholder whose name stands first on the register of mere sor the Bank in respect of the joint holding should sign on this Change Request Form in order to be valid. 如屬聯名股東,則本變更申請表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運擇,或未有作出選擇,或未有有性過程,或未有簽署,或在其他方面填寫不正確,則和本表格將會作廢。 The above instruction will apply to all future Corporate Communication to be sent to shareholders of the Bank until you notify otherwise by reasonable notice in writing or by email to bankcomm.ecom@computershare.com.hk to the Bank c/o Bank's H Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

郵寄標籤 MAILING LABEL

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