



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

(Stock Code: 3988)

Dear Sirs,

Means of Receipt and Language of the Bank's Corporate Communications

In accordance with the relevant rules of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the relevant provisions of the articles of association of Bank of China Limited (the "Bank"), we hereby write for your view on receiving the corporate communications of the Bank (the "Corporate Communications") via the Bank's own website (www.boc.cn) (the "Bank's Website"). The Bank's Website presents a user-friendly interface in both Chinese and English, and all the Corporate Communications are easily accessible on the "Investor Relations" page following their releases.

The Corporate Communications include any document to be issued by the Bank for your information or action, including but not limited to (a) annual reports and, if available, its summary financial reports; (b) interim reports and, if available, its summary financial reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.

As an environment-conscious corporate citizen, the Bank encourages its shareholders (the "Shareholders") to access the Corporate Communications via the Bank's Website in place of printed copies. The reduction in the costs of administration, printing and postage of the Corporate Communications will not only benefit the Bank, but is ultimately in the interest of the Shareholders. Website publication will also increase efficiency in distribution of the Corporate Communications to the Shareholders.

Selection of the Means of Receipt of the Corporate Communications

You may select access the Corporate Communications of the Bank via the Bank's Website or by receiving printed copies.

If you wish to access the Corporate Communications via the Bank's Website in the future, you do not need to take any action in response to this letter. **If we do not receive a response to this letter from you within the period of 28 days beginning with the date of sending this letter, you will be deemed to have agreed that the Bank may supply the Corporate Communications to you via the Bank's Website henceforth in place of printed copies.**

If you wish to receive printed copies of the Corporate Communications, please complete the enclosed Reply Form and sign and return it 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.

Notifications on Availability of the Corporate Communications on the Bank's Website

If you consent to the supply by the Bank of the Corporate Communications via the Bank's Website, the Bank will send you a notification by post when any of the future Corporate Communications is made available on the Bank's Website.

Change of Your Choice of Means of Receipt and Language of the Corporate Communications

Should you encounter any difficulty in accessing any of the Corporate Communications posted on the Bank's Website, you may request a printed copy of the Corporate Communications free of charge at any time by writing to the Bank's H-Share Registrar to the address indicated above or by sending an email to the Bank at boc.ecom@computershare.com.hk.

You are also entitled to change your choice of means of receipt and the language of the Corporate Communications at any time by reasonable notice in writing to the Bank's H-Share Registrar or by sending an email to the Bank at boc.ecom@computershare.com.hk.

Should you have any queries in relation to this letter, please call the Bank's H-Share Registrar at (852) 2862 8688 during business hours 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding Hong Kong public holidays.

Bank of China Limited

Reply Form 回條

To: **Bank of China Limited (the "Bank") (Stock Code: 3988)**
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East, Wan Chai, Hong Kong

致：中國銀行股份有限公司(「本行」)(股份代號：3988)
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 would like to receive future Corporate Communications* of the Bank in the manner as indicated below:
本人/我們希望以下列方式收取本行未來之公司通訊*：

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

to read the **website version** of all future Corporate Communications published on the Bank's website (www.boc.cn) in place of receiving printed copies; and receive a notification letter in relation to the publication of Corporate Communications on the Bank's website; **OR**
瀏覽在本行網站 (www.boc.cn) 發表之公司通訊網上版本，以代替印刷本，並收取有關公司通訊已在本行網站上刊發的通知信函；或

to receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**
僅收取公司通訊之英文印刷本；或

to receive the **printed Chinese version** of all future Corporate Communications **ONLY**; **OR**
僅收取公司通訊之中文印刷本；或

to receive both **printed English and Chinese versions** of all future Corporate Communications.
同時收取公司通訊之英文及中文印刷本。

Name(s) of Shareholder(s)
股東姓名

Date
日期

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

Address
地址

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

Contact telephone number
聯絡電話號碼

Signature
簽名

Notes / 附註：

- Please complete all your details clearly.
請 閣下清楚填寫所有資料。
- For shareholders with shares registered under their own names, 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 Reply Form in order to be valid.
以自身名義登記股份之股東如屬聯名股東，則本回條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。
- The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Bank c/o the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited (the address is indicated above) or by email to the Bank at boc.ecom@computershare.com.hk.
上述指示適用於將來寄發予 閣下之所有公司通訊，直至 閣下發出合理時間的書面通知予本行之H股股份過戶登記處香港中央證券登記有限公司(地址如上)，或向本行發送電郵(地址為boc.ecom@computershare.com.hk)，另作選擇為止。
- The Bank takes all reasonable precautions to ensure no viruses are present in any electronic communication it publishes or sends out, but it cannot accept responsibility for loss or damage arising from the opening or use of any email or attachment from the Bank. The Bank recommends that all electronic communications received by you be subject to virus checking procedures prior to use.
本行採取一切合理的預防措施以確保其發表或發送的任何電子資訊不存在病毒，但本行對於因打開或使用其任何電子郵件或附件而造成的損失或損害概不負責。本行建議 閣下在使用接收的電子資訊前對其進行病毒檢查。

* Corporate Communications include any document to be issued by the Bank for your information or action, including but not limited to (a) annual reports and, if available, its summary financial reports; (b) interim reports and, if available, its summary financial reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.

公司通訊包括本行將予發出以供 閣下參照或採取行動的任何文件，其中包括但不限於(a)年度報告及財務摘要報告(如有者)；(b)中期報告及財務摘要報告(如有者)；(c)會議通知；(d)上市文件；(e)通函；及(f)代表委任表格。

閣下寄回此回條時，請將右方的郵寄
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 on the right and stick it on
an envelope to return this Reply Form to us.

No postage stamp necessary if posted in 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