



**中國銀行股份有限公司**  
**BANK OF CHINA LIMITED**

(a joint stock company incorporated in the People's Republic of China with limited liability)  
(於中華人民共和國註冊成立的股份有限公司)

**(Stock Code 股份代號: 3988/4601 (Preference Shares 優先股))**

Dear Investors <sup>(Note)</sup>,

**Circular of 2016 First Extraordinary General Meeting**

Bank of China Limited (the "Bank") has prepared the Circular of 2016 First Extraordinary General Meeting in English and Chinese, which are now available on the Bank's website at [www.boc.cn](http://www.boc.cn) and the HKExnews' website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the documents by clicking "Announcements" under "Investor Relations" on the home page of the Bank's website or by browsing through the HKExnews' website.

As an environment-conscious corporate citizen, the Bank encourages its shareholders to access the Bank's Corporate Communications via the Bank's website. The Bank's website presents a user-friendly interface in both Chinese and English, and all Corporate Communications are easily accessible on the "Investor Relations" page following their releases.

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 by using the mailing label at the bottom of the Reply Form.

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 on the top of the Reply Form or by sending an email to the Bank at [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk). You are also entitled to change your choice of means of receipt or language of the Corporate Communications at any time by reasonable notice using the ways indicated above.

Should you have any queries about 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**

*Note: This letter is being sent to the non-registered holders of the ordinary shares of the Bank, whose shares are held in Central Clearing and Settlement System (CCASS). If you have sold or transferred your ordinary shares of the Bank, please disregard this letter and the Reply Form enclosed.*

致投資者<sup>(附註)</sup>：

**2016年第一次臨時股東大會通函**

中國銀行股份有限公司(「本行」)2016年第一次臨時股東大會通函英文及中文版已經上載於本行網站 [www.boc.cn](http://www.boc.cn) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)。如要閱覽，請在本行網站首頁選擇「投資者關係」項下的「H股公告」，即可下載瀏覽，或在香港交易所披露易網站瀏覽有關文件。

為積極履行本行保護環境的社會責任，本行鼓勵股東通過本行網站瀏覽本行公司通訊。本行網站使用方便，包括中文及英文兩個版本，所有公司通訊均可在本行網站中「投資者關係」頁面及時索取。

倘閣下希望收取本行公司通訊之印刷版本，請填妥本信函所附回條，簽署並使用隨附之郵寄標籤寄回本行H股股份過戶登記處，香港中央證券登記有限公司。

倘閣下因任何理由以致在收取或接收載於本行網址上的任何公司通訊出現困難，閣下有權隨時發出書面通知予本行H股股份過戶登記處(地址見回條上方)，或向本行發送電郵(地址為[boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk))向本行免費索取本行公司通訊之印刷版本。閣下亦有權隨時以上述方式要求於合理時間內更改收取公司通訊之方式或語言版本。

倘閣下對此信函有任何疑問，請在辦公時間(星期一至星期五上午9時至下午6時，香港公眾假期除外)致電本行H股股份登記處(852) 2862 8688。

**中國銀行股份有限公司**

附註：本函件收件對象為本行非登記普通股股份持有人。該等人士的股份存放於中央結算及交收系統(中央結算系統)。如果閣下已出售或轉讓所持有的本行普通股股份，則無需理會本函件及所附回條。

## Reply Form 回條

To: **Bank of China Limited (the "Bank")**  
**(Stock Code: 3988 and 4601 (Preference Shares))**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

致：中國銀行股份有限公司(「本行」)  
(股份代號：3988及4601(優先股))  
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 the Corporate Communications\* of the Bank as indicated below:

本人/我們希望以下列方式收取本行之公司通訊\*：

(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** published on the Bank's website ([www.boc.cn](http://www.boc.cn)); OR  
瀏覽在本行網站([www.boc.cn](http://www.boc.cn))發表之公司通訊**網上版本**；或

to receive the **printed English version**; OR  
收取一份**英文印刷本**；或

to receive the **printed Chinese version**; OR  
收取一份**中文印刷本**；或

to receive both the **printed English and Chinese versions**.  
收取**英文和中文**各一份**印刷本**。

Name  
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 閣下清楚填妥所有資料。
- This Reply Form is to be completed by the non-registered holders of the ordinary shares of the Bank, whose shares are held in Central Clearing and Settlement System (CCASS).  
本回條應由本行非登記普通股股份持有人填寫。該等人士的股份存放於中央結算及交收系統(中央結算系統)。
- IMPORTANT: 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's H-Share Registrar, Computershare Hong Kong Investor Services Limited (the address is indicated above), or by sending an email to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk).**  
重要提示：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股股份登記處香港中央證券登記有限公司(地址如上)，或發送電郵至地址為[boc.ecom@computershare.com.hk](mailto: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 it on  
the 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

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