

 **BOC AVIATION**  
**BOC AVIATION LIMITED**  
**中銀航空租賃有限公司\***

(Incorporated in the Republic of Singapore with limited liability)  
(Stock Code: 2588)

5 May 2021

Dear Shareholder(s),

**BOC Aviation Limited (the “Company”)**  
**– Circular, Form of Proxy and Notice of Annual General Meeting, and Circular, Form of Proxy and Notice of Extraordinary General Meeting (the “Current Corporate Communications”)**

Please be informed that the English and Chinese versions of the Current Corporate Communications are available on the Company’s website at [www.bocaviation.com](http://www.bocaviation.com) and the HKExnews’ website at [www.hkexnews.hk](http://www.hkexnews.hk), or the arranged printed form(s) of the Current Corporate Communications is enclosed.

For shareholders who chose or are deemed to have consented to receive Corporate Communications<sup>(Note)</sup> by electronic means but for any reason you have difficulty in receiving or gaining access to the Corporate Communications, or if you want to receive another printed language version of the Current Corporate Communications other than that which you have received, the Company will promptly upon your request send to you a printed version free of charge. Please make your request to the Company c/o the Company’s Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

Please also note that you are entitled to change your choice of language and/or means of receipt of the Company’s future Corporate Communications by giving reasonable notice in writing (not less than 7 days) or simply completing, signing and returning the Change Request Form on the reverse side to the Company c/o the Company’s Hong Kong Share Registrar, using the mailing label at the bottom of the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by email at [bocaviation.ecom@computershare.com.hk](mailto:bocaviation.ecom@computershare.com.hk).

If you have any queries relating to any of the above matters, please contact the service hotline of the Company’s Hong Kong 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).

By order of the Board  
**BOC Aviation Limited**  
**Zhang Yanqiu Juliana**  
Company Secretary

*Note: Corporate Communications include but are not limited to the Company’s (a) directors’ reports, its annual accounts together with a copy of the auditors’ reports and, where applicable, summary financial reports; (b) interim reports, and where applicable, summary interim reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.*

\* For identification purpose only

各位股東：

**中銀航空租賃有限公司（「本公司」）**

**– 股東週年大會通函、代表委任表格及股東週年大會通知及股東特別大會通函、代表委任表格及股東特別大會通知（「本次公司通訊」）**

謹通知 閣下本次公司通訊的中、英文版本已載列於本公司網站（[www.bocaviation.com](http://www.bocaviation.com)）及香港交易所披露易網站（[www.hkexnews.hk](http://www.hkexnews.hk)），歡迎瀏覽。或按安排附上本次公司通訊的印刷本。

至於已選擇或被視為已選擇收取公司通訊<sup>(附註)</sup>電子版本之股東，若因任何理由在收取或瀏覽該等文件上遇到困難，或 閣下欲收取本次公司通訊之另一語言印刷本，本公司將於收到 閣下之要求後，迅即向 閣下免費寄發一份印刷本。請把 閣下要求寄回本公司香港股份過戶登記處，香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

閣下有權更改選擇收取日後刊發之公司通訊的語言版本及/或收取方式。閣下可在給予合理時間下發出書面通知（最短不少於 7 日）或填妥、簽署及交回隨本函背面的更改回條，並使用附載於更改回條上之郵寄標籤寄回本公司香港股份過戶登記處（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）或透過電郵至 [bocaviation.ecom@computershare.com.hk](mailto:bocaviation.ecom@computershare.com.hk)。

如 閣下對本函內容有任何疑問，請於辦公時間內（星期一至星期五上午 9 時正至下午 6 時正，香港公眾假期除外）致電本公司香港股份過戶登記處熱線（852）2862 8688 查詢。

承董事會命  
**中銀航空租賃有限公司**  
**張燕秋**  
公司秘書

2021 年 5 月 5 日

附註：公司通訊包括但不限於公司的：(a) 董事會報告、年度帳目連同核數師報告及（如適用）年度財務摘要報告；(b) 中期報告及（如適用）中期摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 代表委任表格。

\*僅供識別

