交通銀行
BANK OF COMMUNICATIONS

# 交通銀行股份有限公司
# Bank of Communications Co., Ltd.

*(於中華人民共和國註冊成立的股份有限公司)*

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

**(股份代號 Stock Code: 03328)**

## NOTIFICATION LETTER 通知信函

13 May 2021

Dear Shareholders,

**Bank of Communications Co., Ltd. (the "Bank")**
**– Publication of Notice on the 2020 Annual General Meeting of the Bank to be held on 29 June 2021, the related Proxy Form and Reply Slip (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 www.hkexnews.hk. 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 completed Change Request Form to bankcomm.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Bank's website at www.bankcomm.com 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.

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,
Gu Sheng
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.*

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各位股東：

**交通銀行股份有限公司(「本行」)**
**- 將於 2021 年 6 月 29 日舉行之 2020 年度股東大會通告、相關代表委任表格及回執(「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(附註)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 樓。 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。

倘 閣下對本函內容有任何疑問,請致電本行電話熱線(852) 2862 8688,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 bankcomm.ecom@computershare.com.hk 。

代表
交通銀行股份有限公司
公司秘書
顧生
謹啟

二零二一年五月十三日

*附註:公司通訊指根據香港聯合交易所有限公司證券上市規則第 1.01 條定義所載, 本行發出或將予發出以供其任何證券持有人參照或採取行動的任何文件, 包括但不限於: (a)年度報告; (b)任何中期報告; (c)會議通告; (d)上市文件; (e)通函; 及 (f)代表委任表格。*

CCS9106 BCMH

*Name(s) and Address of Shareholder(s):*
*股東之姓名及地址:*

# Change Request Form 變更申請表

**To: Bank of Communications Co., Ltd. (the "Bank")**
**(Stock Code: 03328)**
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wanchai, Hong Kong

**致： 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 - I/We would like to receive the Current Corporate Communication in the manner as indicated below:**
**甲 部 本人／我們現欲以下述方式收取本次公司通訊：**

(Please mark **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)

☐ I/We would like to receive **a printed copy in English**.
本人／我們希望收取**一份英文印刷本**。

☐ I/We would like to receive **a printed copy in Chinese**.
本人／我們希望收取**一份中文印刷本**。

☐ I/We would like to receive **both the printed English and Chinese copies**.
本人／我們希望收取**英文和中文各一份印刷本**。

**Part B - I/We would like to change the choice of language and means of receipt of future Corporate Communication of the Bank as indicated below:**
**乙 部 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：**

(Please mark **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 **Website version** 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; **OR**
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**

***Email Address***
***電郵地址***

*(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。請以英文正楷填寫電郵地址，以上電郵地址僅供用作通知公司通訊已發佈。）*

☐ to receive the **printed English version** of all future Corporate Communication ONLY; **OR**
僅收取所有日後公司通訊之**英文印刷本；或**

☐ to receive the **printed Chinese version** of all future Corporate Communication ONLY; **OR**
僅收取所有日後公司通訊之**中文印刷本；或**

☐ to receive both the printed **English and Chinese versions** of all future Corporate Communication.
同時收取所有日後公司通訊之**英文及中文印刷本**。

**Signature(s)** **Contact telephone number** **Date**
**簽名** **聯絡電話號碼** **日期**

*Notes 附註：*

1. Please 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.
請 閣下清楚填妥所有資料。倘若 閣下從網上下載本變更申請表，請於本表格左上方用英文正楷清楚註明 閣下的姓名及地址。
2. 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。
3. 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 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。
4. 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選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
5. 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.
上述指示適用於將來寄發予本行股東之所有公司通訊，直至 閣下發出合理時間的書面通知或以電郵方式到 bankcomm.ecom@computershare.com.hk 予本行之H股證券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樓另作選擇為止。
6. Shareholders are entitled to change the choice of means of receipt and language of the Corporate Communication at any time by reasonable notice in writing or by email to bankcomm.ecom@computershare.com.hk to the Bank c/o the Bank's H Share Registrar.
股東有權隨時發出合理時間的書面通知或以電郵方式到 bankcomm.ecom@computershare.com.hk 予本行之H股證券登記處，要求更改公司通訊之收取方式及語言版本。
7. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
為免存疑，任何在本變更申請表上的額外手寫指示，本行將不予處理。
8. Please note that both printed English and Chinese versions of all the Bank's Corporate Communication which we have sent to our Shareholders in the past 12 months are available from the Bank on request. They are also available on the Bank's website (www.bankcomm.com) for five years from the date of first publication.
本行備有於過去12個月曾寄發予股東的公司通訊的中、英文版印刷本。該等通訊文件亦由首次登載日期起計，持續5年載於本行網站(www.bankcomm.com)上。

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**Mailing Label 郵寄標籤**

**Computershare Hong Kong Investor Services Limited**

**香港中央證券登記有限公司**

**Freepost No. 簡便回郵號碼：37**
**Hong Kong 香港**

Please cut the mailing label and stick it on an envelope to return this Change Request Form to us.
**No postage is necessary if posted in Hong Kong.**

閣下寄回本變更申請表時，請將郵寄標籤剪貼於信封上。
**如在本港投寄， 閣下無需支付郵費或貼上郵票。**

**Get in touch with us 與我們聯繫**
Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴

Contact Us 聯繫我們

www.computershare.com/hk/contact