



BANK OF CHINA  
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)

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

### 2009 Annual Report

Bank of China Limited (the "Bank") has prepared the 2009 Annual Report in English and Chinese, which are now available on the website of the Bank at [www.boc.cn](http://www.boc.cn). You may access "2009 Annual Report (H Share)" by clicking "Financial Reports" under "Investor Relations" on the home page of the Bank's website at [www.boc.cn](http://www.boc.cn).

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

If you have difficulty in gaining access to the Bank's 2009 Annual Report posted on the Bank's website for any reason, or if you wish to receive a printed copy of the Bank's 2009 Annual Report, please complete the Reply Form attached to this letter and send 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 by using the mailing label at the bottom of the Reply Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), or send the Bank an email attaching the completed Reply Form to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk). We will promptly upon receiving your notice send the printed versions of the requested documents to you free of charge.

If you have any queries about how to obtain copy of the aforesaid documents or how to access them on the Bank's website, 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 shares of the Bank, whose shares are held in Central Clearing and Settlement System (CCASS). If you have sold or transferred your shares in the Bank, please disregard this letter and the Reply Form enclosed.*

致投資者<sup>(附註)</sup>：

### 2009年年度報告

中國銀行股份有限公司(「本行」)已經印製了2009年年度報告英文及中文版，同時有關文件已經上載於本行網站 [www.boc.cn](http://www.boc.cn)。如要閱覽此等文件，請在本行網址 [www.boc.cn](http://www.boc.cn) 首頁選擇「投資者關係」項下的「財務報告」，即可下載瀏覽2009年年度報告「H股」。

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定期報告。本行網站使用方便，包括中文簡體、中文繁體及英文三個版本，所有定期報告均可在本行網站中「投資者關係」頁面及時索取。

倘閣下因任何理由以致在接收載於本行網址上的2009年年度報告時出現困難，或閣下希望獲取本行2009年年度報告印刷版本，請填寫所附回條，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(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)，地址為香港灣仔皇后大道東183號合和中心17M樓，或作為附件電郵至本行電郵信箱 [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk)。本行將於接到閣下通知後，立即向閣下免費發送所需報告的印刷本。

倘閣下對於如何索取上述文件或如何在本行網站瀏覽該文件有任何疑問，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股股份過戶登記處(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股份，則無需理會本函件及所附回條。*

## Reply Form 回條

**To: Bank of China Limited ("Bank") (Stock Code: 3988)**  
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)  
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 a printed version of the current Periodic Reports\* of the Bank as indicated below:**

本人／我們希望以下列方式收取 本次本行定期報告印刷本：

(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)

- I/We would like to receive **a printed copy in English** now.  
本人／我們現在希望收取一份英文印刷本。
- I/We would like to receive **a printed copy in Chinese** now.  
本人／我們現在希望收取一份中文印刷本。
- I/We would like to receive both **the printed English and Chinese copies** now.  
本人／我們現在希望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：

- This Reply Form is to be completed by the non-registered holders of the shares of the Bank, whose shares are held in Central Clearing and Settlement System (CCASS). Please complete all your details clearly.  
本回條應由本行非登記股份持有人填寫。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)。請 閣下清楚填妥所有資料。
- 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 attachments from the Bank. The Bank recommends that all electronic communications received by you are 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。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。

\* Periodic Reports include the Bank's annual report, interim report or quarterly report, if applicable.  
定期報告包括本行的年度報告、中期報告或季度報告(如適用)。

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 this 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