



中國工商銀行股份有限公司
INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

(a joint stock limited 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)

股份代號：Stock Code: 1398

歐元優先股股份代號：EUR Preference Shares Stock Code: 4604

24 April 2020

Dear Shareholders,

Election of Language and Means of Receipt of Corporate Communications

Pursuant to relevant provisions of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and in compliance with the articles of association of Industrial and Commercial Bank of China Limited (the "Bank"), the Bank will make available the following options for you to elect for receipt of future corporate communications ("Corporate Communications") of the Bank.

The Corporate Communications includes any document(s) to be issued by the Bank for your information or action, including but not limited to (a) the annual report; (b) interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form; and (g) a reply slip. You may choose:

- (1) to read the future Corporate Communications published on the Bank's website at www.icbc-ltd.com ("Website Version") in place of receiving printed copies, and receive a notification of the publication of the Corporate Communications on the Bank's website; or
- (2) to receive a printed English version only; or
- (3) to receive a printed Chinese version only; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communications of the Bank.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Bank recommends you to elect the Website Version. To make your election, please mark (X) in the appropriate box on the enclosed reply form (the "Reply Form") and sign and return it by post or hand delivery to the Bank c/o its H share registrar (the "H Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post the Reply Form in Hong Kong, you may use the mailing label in Reply Form and need not to affix a stamp when returning your Reply Form. Otherwise, please affix an appropriate stamp.

If the Bank does not receive the enclosed Reply Form or receive a response indicating your objection by 22 May 2020 and until you inform the Bank c/o the H Share Registrar by reasonable notice in writing according to the relevant laws and regulations, you will be deemed to have consented to read the Website Version in place of receiving printed copies, and only a printed notification letter of the publication of the Corporate Communications on the Bank's website will be sent to you.

You have the right at any time by reasonable notice in writing to the Bank c/o the H Share Registrar to change the choice of language and means of receipt of the Corporate Communications. You may also send such notice by email to icbc.ecom@computershare.com.hk. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications using electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communications, the Bank will promptly upon your request send the Corporate Communications to you in printed form free of charge.

Please note that (a) printed copies of the English and Chinese versions of the Corporate Communications will be available from the Bank or the H Share Registrar on request; and (b) the English and Chinese versions of the Corporate Communications will also be available on the Bank's website at www.icbc-ltd.com under "Investor Relations" and the HKEXnews website at www.hkexnews.hk.

Should you have any queries in relation to this letter, please call the telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

**The Board of Directors of
Industrial and Commercial Bank of China Limited**

選擇公司通訊之語言版本及收取方式

根據《香港聯合交易所有限公司證券上市規則》相關規定並符合中國工商銀行股份有限公司（「本行」）的公司章程，就閣下收取本行日後的公司通訊（「公司通訊」）的方式，本行將提供下述選擇。

公司通訊包括本行將予刊發以供閣下參照或採取行動之任何文件，其中包括但不限於：(a) 年度報告；(b) 中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；(f) 代表委任表格；及(g) 回執。閣下可選擇：

- (1) 瀏覽刊載於本行網站（www.icbc-ltd.com）本行日後向股東發出之公司通訊（「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的通知；或
- (2) 僅收取英文印刷本；或
- (3) 僅收取中文印刷本；或
- (4) 同時收取本行公司通訊的英文及中文印刷本。

為了響應環保及節省印刷和郵遞費用，本行建議閣下選擇收取網上版本。在行使上述選擇權時，請閣下在隨本函附上的回條（「回條」）上適當的空格內劃上「X」號，並在回條上簽名，然後把回條寄回或親手交回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）。倘若閣下在香港投寄回條，可使用回條內的郵寄標籤寄回，而毋須貼上郵票；否則，請貼上適當的郵票。

倘若本行於2020年5月22日前尚未收到閣下的回條或表示反對的回覆，及在閣下按照有關法例及規則另行通過本行H股證券登記處通知本行前，閣下將被視為已同意瀏覽網上版本以代替收取印刷本，而本行將只向閣下寄發有關公司通訊已在本行網站刊發的通知信函印刷本。

閣下可以隨時通過本行H股證券登記處給予本行合理時間的書面通知，以更改就公司通訊之語言版本及收取方式所作出的選擇。閣下亦可發送電郵至 icbc.ecom@computershare.com.hk 作出前述通知。即使閣下已選擇（或被視為已同意）以電子形式收取日後公司通訊，如因任何理由以致收取或接收公司通訊上出現困難，只要閣下提出要求，均可立即獲免費發送公司通訊的印刷本。

請注意：(a) 閣下可提出要求向本行或H股證券登記處索取公司通訊的英文版及中文版印刷本；並且(b) 公司通訊的英文版及中文版亦會在本行的網站（www.icbc-ltd.com）中「投資者關係」一欄和香港交易所「披露易」網站（www.hkexnews.hk）上刊載。

閣下如有任何與本函有關的疑問，請在辦公時間內致電電話熱線(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。

此致

列位股東

中國工商銀行股份有限公司
董事會



Reply Form 回條

To: Industrial and Commercial Bank of China Limited (the "Bank") **致: 中國工商銀行股份有限公司 (「本行」)**
Stock Code: 1398 **股份代號: 1398**
EUR Preference Shares Stock Code: 4604 **歐元優先股股份代號: 4604**
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East, Wanchai, Hong Kong
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 ("Corporate Communications") in the manner as indicated below:
本人/我們希望以下列方式收取 貴行之公司通訊* (「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)

to read the **Website version** of all future Corporate Communications published on the Bank's website in place of receiving printed copies; and receive an **email notification** of the publication of Corporate Communications on the Bank's website (**In support of environmental protection, the Bank recommends you to elect this option**); OR
瀏覽在本行網站發表之公司通訊**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** (為響應環保要求, 推薦閣下選擇本方式); 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 Communications on the Bank's website in the future. If email address is provided, only a notification letter of the publication of the Corporate Communications on the Bank's website will be sent. Please provide the email address in English Capital Letters and the email address is used for notification of release of Corporate Communications 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 read the **Website version** of all future Corporate Communications published on the Bank's website in place of receiving printed copies; and receive a **notification letter** of the publication of Corporate Communications on the Bank's website; OR
瀏覽在本行網站發表之公司通訊**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**通知信函**; 或

to receive the **printed English version** of all future Corporate Communications 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 Communications 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 Communications.
同時收取所有日後公司通訊之**英文及中文印刷本**。

Contact telephone number

聯絡電話號碼

Signature(s)

簽名

Date

日期

Notes 附註:

1. Please complete all your details clearly.
請閣下清楚填寫所有資料。

2. If the Bank does not receive this Reply Form or receive a response indicating your objection by 22 May 2020, you will be deemed to have consented to read the Website Version in place of receiving printed copies. All future Corporate Communications will be sent out in the manner specified in the Bank's letter dated 24 April 2020 and we will send you a printed notification letter of the publication of the Corporate Communications on the Bank's website.
倘若本行於 2020 年 5 月 22 日仍未收到閣下的回條或表示反對的回覆, 閣下將被視為已同意瀏覽網上版本以代替收取印刷本, 而本行將按 2020 年 4 月 24 日之本行函件內所述之方式只向閣下寄發有關公司通訊已在本行網站刊發的通知信函印刷本。

3. By electing to read the Website Version of the Corporate Communications published on the Bank's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications 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。

4. 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.
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。

5. The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Bank until you notify otherwise by reasonable notice in writing or by email to icbc.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 icbc.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 Communications at any time by reasonable notice in writing or by email to icbc.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 icbc.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 Reply Form.
為免存疑, 任何在本回條上的額外手寫指示, 本行將不予處理。

*Corporate Communications refer 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 are not limited to (a) the annual report; (b) interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form and (g) a reply slip.
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) 中期報告; (c) 會議通告; (d) 上市文件; (e) 通函; (f) 代表委任表格; 及 (g) 回條。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freeport 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 Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時, 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