



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

美元優先股股份代號：USD Preference Shares Stock Code: 4620

27 April 2022

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 25 May 2022 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.hkxnews.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2022年5月25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.hkxnews.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

