

 **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)

3 May 2024

Dear registered shareholder(s),

BOC Aviation Limited (the "Company") – Notice of Availability Circular, Notice and Form of Proxy of Annual General Meeting, Circular, Notice and Form of Proxy of Extraordinary General Meeting (the "Current Corporate Communications") and Arrangement of Electronic Dissemination of Corporate Communications

Please be informed that the English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.bocaviation.com and the HKExnews' website at www.hkexnews.hk. A printed copy of the relevant version is enclosed if you previously requested it.

For shareholders who chose or are deemed to have consented to receive Corporate Communications^(Note 1) by electronic means but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, or if you want to receive another printed language version of the Company's 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 or by email to bocaviation.ecom@computershare.com.hk.

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of Corporate Communications that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the Company's website at www.bocaviation.com and the HKExnews' website at www.hkexnews.hk, in place of printed copies. Notwithstanding the above, please note that Actionable Corporate Communications^(Note 2) will be sent to you individually in printed form or through email in accordance with your indicated preference, in addition to being made available electronically on the Company's website and the HKExnews' website.

We write to ascertain your preference in receiving all future Corporate Communications. If you wish to receive the printed version of future Corporate Communications, please complete the enclosed reply form (the "Reply Form") and return it to the Company's Hong Kong Share Registrar by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp); or sending an email to bocaviation.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. The Reply Form may also be downloaded from the Company's website or the HKExnews' website. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction, or until the instructions have been revoked or superseded. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communications and have made an election, you are hereby requested to make an election again. **PLEASE NOTE THAT YOUR PREVIOUS ELECTION (IF APPLICABLE) WILL BE DISREGARDED.**

Collection of your Electronic Contact Details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed Reply Form. Alternatively, you may sign and return the Reply Form to the Company's Hong Kong Share Registrar.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Hong Kong Share Registrar, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company's website and the HKExnews' website to keep up with the publication of Corporate Communications; and (iii) receive the Actionable Corporate Communications in printed form in the future.

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
Lim Zi Yuan
Company Secretary

Note 1: Corporate Communications include but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Note 2: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位登記股東：

中銀航空租賃有限公司（「本公司」）- 可供查閱通知
股東週年大會之通函、通知、代表委任表格、股東特別大會之通函、通知、代表委任表格（「本次公司通訊文件」）以及電子方式發佈公司通訊之安排

謹通知 閣下本次公司通訊文件的中、英文版本已載列於本公司網站（www.bocaviation.com）及香港交易所披露易網站（www.hkexnews.hk）。如 閣下之前已要求收取任一語言印刷本，謹此附上該印刷本。

已選擇或被視為已選擇收取公司通訊^(附註1) 電子版本之股東，若因任何理由在收取或瀏覽本次公司通訊文件上遇到困難，或 閣下欲收取本公司的本次公司通訊文件之另一語言印刷本，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 閣下之要求傳達至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 樓或電郵至 bocaviation.ecom@computershare.com.hk。

以電子方式發佈公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發佈公司通訊規定下《香港聯合交易所有限公司證券上市規則》（「《上市規則》」）第 2.07A 條，本公司謹此通知 閣下，本公司已採用以電子方式發佈公司通訊。請注意，所有未來公司通訊的英文版和中文版將在本公司網站 www.bocaviation.com 和香港交易所披露易網站 www.hkexnews.hk 上提供，以代替印刷本。儘管實施上述安排，請注意可供採取行動的公司通訊^(附註2) 在登載於本公司網站和香港交易所披露易網站之外，將按 閣下所作選擇以印刷本或電子郵件形式單獨發送予 閣下。

現特此函以確定 閣下對收取未來公司通訊的意向選擇。如 閣下欲收取未來公司通訊之印刷本，請填妥在本函背頁之回條（「回條」），並使用隨附之郵寄標籤郵寄回本公司的香港股份過戶登記處（如在香港投寄，閣下無需支付郵費或貼上郵票；否則，請貼上適當的郵票）；或發送電子郵件至 bocaviation.ecom@computershare.com.hk，並註明 閣下的姓名、地址及提出收取公司通訊印刷本之要求。回條亦可於本公司網站或香港交易所披露易網站內下載。請注意，收取未來公司通訊印刷本之指示由收悉 閣下指示當日起計一年內有效，或直至指令被撤銷或取代。即使 閣下曾經收到本公司就收取某類公司通訊的方式提供選擇之函件並已作出選擇，仍請 閣下再次作出選擇。請注意 閣下以往所作選擇（如有）將失效。

徵集電子聯絡資料

為確保及時收到最新的公司通訊及可供採取行動的公司通訊，本公司建議 閣下透過掃描本函背頁之回條上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。或者，閣下亦可以簽署回條並交回本公司的香港股份過戶登記處。

如果本公司沒有收到 閣下的有效電子郵件地址，在香港股份過戶登記處收到 閣下有效的電子郵件地址之前，閣下將(i)無法收到任何有關發佈公司通訊的通知；(ii)需要主動查看本公司網站和香港交易所披露易網站以留意公司通訊的發佈；及(iii)未來將以印刷本形式收到可供採取行動的公司通訊。

如 閣下對上述事項有任何疑問，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。

承董事會命
中銀航空租賃有限公司
林子源
公司秘書

2024 年 5 月 3 日

附註 1：公司通訊包括但不限於：(a) 董事報告、年度賬目以及審計報告副本及（如適用）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。
附註 2：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

