



# 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)

25 April 2025

Dear Investor(s),

## Reminder letter regarding the Arrangement of Electronic Dissemination of Corporate Communications

With reference to the notification letter dated 6 February 2024 titled "Arrangement of Electronic Dissemination of Corporate Communications", Bank of Communications Co., Ltd. (the "Bank") is writing to remind you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any document issued or to be issued by the Bank for the information or action of holders of any of its securities or the investing public, including 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Bank at [www.bankcomm.com](http://www.bankcomm.com) and the HKEXnews's website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of notice of publication of Corporate Communications and printed copies (except for Actionable Corporate Communications <sup>(Note)</sup>).

**As a non-registered shareholder, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.**

If you want to receive the future Corporate Communications in printed form, please complete the reply form on the reverse side and return it to the Bank's H share registrar (the "H Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or send an email to [bankcomm.ecom@computershare.com.hk](mailto:bankcomm.ecom@computershare.com.hk) specifying your name, address and request to receive the future Corporate Communications in printed form. Please note that instructions made in this instance to receive future Corporate Communications in printed form shall be valid from the date of receipt and will remain valid until the instruction has been revoked or superseded or until the Bank publishes its annual report in the following year (whichever is earlier).

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. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays, or send an email to [bankcomm.ecom@computershare.com.hk](mailto:bankcomm.ecom@computershare.com.hk).

Yours faithfully,  
He Zhaobin  
Company Secretary  
For and on behalf of  
Bank of Communications Co., Ltd.

*Note: 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, including but not limited to election forms in connection with a dividend payment (e.g. choice of scrip or cash dividend, currency); excess application forms or provisional allotment letters in connection with a rights issue; and acceptance forms in connection with takeovers, mergers and share buy-backs (including acceptance forms in general offers and acceptance and approval form in partial offers).*

各位投資者：

## 以電子方式發佈公司通訊安排的提示信函

根據日期為2024年2月6日有關「以電子方式發佈公司通訊之安排」之通知信函所述，交通銀行股份有限公司（「本行」）謹此提醒閣下，本行已採用以電子方式發佈公司通訊（「公司通訊」）之安排，該公司通訊是指本行發佈或將要發佈以供其任何證券的持有人或投資大眾參照或採取行動的任何文件，包括但不限於(a)董事報告、年度賬目連同審計報告副本以及（如適用）財務摘要報告；(b)中期報告及（如適用）中期報告摘要；(c)會議通知；(d)上市文件；(e)通函；和(f)委任表格。

請注意，所有未來公司通訊的英文版和中文版將在本行網站 [www.bankcomm.com](http://www.bankcomm.com) 和香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替有關公司通訊之發佈通知及印刷本（可供採取行動的公司通訊 <sup>(附註)</sup> 除外）。

**作為非登記股東，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。**

若閣下希望收取未來公司通訊之印刷本，請填妥本函背頁之回條並交回本行的H股證券登記處（「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，或發送電子郵件至 [bankcomm.ecom@computershare.com.hk](mailto:bankcomm.ecom@computershare.com.hk)，並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意本次選擇收取未來公司通訊印刷版之指示由收悉日起將一直有效，直至指示被撤銷或取代，或直至本行於翌年刊發年報為止（以較早者為準）。

如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（香港公眾假期除外）上午9時正至下午6時正（香港時間）或電郵至 [bankcomm.ecom@computershare.com.hk](mailto:bankcomm.ecom@computershare.com.hk)。

代表  
交通銀行股份有限公司  
公司秘書  
何兆斌  
謹啟

2025年4月25日

*附註：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，例如有關派付股息的選擇表格（如選擇以股息或現金股息、貨幣）、有關供股的額外申請表格及暫定配額通知書、有關收購、合併及股份回購的接納表格（包括全面要約的接納表格以及部分要約的接納及批准表格）。*



## REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited  
(The "H Share Registrar")  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司  
(「H 股證券登記處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

### REMINDER 提示

As a non-registered shareholder, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

### Request for Future Corporate Communications <sup>(Note 5)</sup> in printed form

#### 要求收取未來公司通訊 <sup>(附註 5)</sup> 印刷本

I/we would like to receive future Corporate Communications <sup>(Note 5)</sup> in printed form and noted that this instruction shall be valid from the date of receipt and will remain valid until the instruction has been revoked or superseded or until the Bank publishes its annual report in the following year (whichever is earlier). (Please mark "✓" in the below box if applicable)

本人／吾等欲收取未來公司通訊 <sup>(附註 5)</sup> 的印刷本，並已知悉本指示由收悉日起將一直有效，直至指示被撤銷或取代，或直至實行於翌年刊發年報為止（以較早者為準）。（如適用，請在以下方格內劃上「✓」號）

Name of the listed company: Bank of Communications Co., Ltd. (the "Bank")

上市公司名稱：交通銀行股份有限公司（「本行」或「貴行」）

☐

English Version 英文版本

☐

Chinese Version 中文版本

☐

English and Chinese Version 英文及中文版本

### Name(s) of Investor(s):

投資者姓名：

Signature(s): <sup>(Note 4)</sup>

簽名：(附註 4)

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

### Contact number:

聯絡電話號碼：

Date:

日期：

### Notes 附註:

- 1.. This letter is addressed to non-registered holder(s) ("non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS)). 此函件乃向本行之非登記持有人（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司）發出。
2. Please complete all your details clearly. You are reminded to use legible handwriting if you are filling in the information in writing. 請閣下清楚填妥所有資料。如閣下以書面提供資料，閣下應注意字體端正清晰。
3. Any Reply Form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。
4. For the avoidance of doubt, the Bank does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，本行將不予處理。
5. Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Bank for the information or action of holders of any of its securities or the investing public, including 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. 除非另有註明，公司通訊乃指本行發佈或將要發佈以供其任何證券的持有人或投資大眾參照或採取行動的任何文件，包括但不限於(a) 董事報告、年度賬目連同審計報告副本以及（如適用）財務摘要報告；(b) 中期報告及（如適用）中期報告摘要；(c) 會議通知；(d) 上市文件；(e) 通函；及(f) 委任表格。

### PERSONAL INFORMATION COLLECTION STATEMENT

#### 收集個人資料聲明

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). 本聲明中所指的「個人資料」與香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義相同。
- (ii) Your Personal Data provided in this Reply Form will be used in connection with the Bank's electronic dissemination of Corporate Communications. Your supply of Personal Data to the Bank is on a voluntary basis. In case of a failure to provide sufficient information, the Bank may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關本行以電子方式發佈公司通訊的事宜上。閣下是自願向本行提供個人資料。若閣下未能提供足夠資料，本行可能無法處理閣下在本回條上所述的指示及/或要求。
- (iii) Your Personal Data may be disclosed or transferred by the Bank to its subsidiaries, the H Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 本行可就任何所說明的用途或在法律規定的情況下，將閣下的個人資料披露或轉移給本行的附屬公司、H 股證券登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk). 閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至 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）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

### 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 form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。