



# BEA 東亞銀行

## The Bank of East Asia, Limited

(Incorporated in Hong Kong with limited liability in 1918)

(Stock Code: 23)

22nd August, 2013

Dear Non-Registered Holder of Ordinary Shares of the Bank,

### Notification of publication of Corporate Communications on the Bank's website

We hereby notify you that the following corporate communication (the "**Current Corporate Communication**") of The Bank of East Asia, Limited (the "**Bank**"), in both English and Chinese, is now available on the website of the Bank at [www.hkbea.com](http://www.hkbea.com) and the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk).

- Listing Document – 2013 Interim Scrip Dividend Scheme

You may access the Current Corporate Communication by visiting "Corporate Information – Investor Communication" section on the home page of the Bank's website.

If you wish to receive a printed copy of the Current Corporate Communication, you can complete the enclosed Request Form and return it to the Bank's share registrar, Tricor Standard Limited, by post using the mailing label provided. Printed copy of the Current Corporate Communication will be sent to you free of charge upon receipt of your request.

Please note that by completing and returning the Request Form to request for printed copy of the Current Corporate Communication, you will expressly indicate that you prefer to receive all future corporate communications<sup>Note</sup> of the Bank in printed form.

Should you have any queries relating to this notification, please contact Customer Service Hotline of Tricor Standard Limited at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,

For and on behalf of

**The Bank of East Asia, Limited**

**Alson LAW Chun-tak**

*Company Secretary*

Encl.

*Note: Corporate communications refer to any document issued or to be issued by the Bank for information or action of holders of ordinary shares of the Bank, including but not limited to annual report, interim report, notice of meeting, listing document and circular.*

**Request Form for Printed Copies of Corporate Communications 索取公司通訊印刷本表格**

To: **The Bank of East Asia, Limited (the "Bank")**  
c/o Tricor Standard Limited  
26th Floor, Tesbury Centre  
28 Queen's Road East, Wanchai, Hong Kong

致：東亞銀行有限公司(「本行」)  
經卓佳標準有限公司  
香港灣仔皇后大道東二十八號  
金鐘匯中心二十六樓

**I/We would like to receive printed copies of the Listing Document – 2013 Interim Scrip Dividend Scheme dated 22nd August, 2013 and all future corporate communications<sup>(Note 1)</sup> of the Bank<sup>(Note 2)</sup>.**

**本人／吾等要求索取日期為2013年8月22日有關2013年度中期以股代息計劃之上市文件及本行日後刊發的所有公司通訊<sup>(註1)</sup>的印刷本<sup>(註2)</sup>。**

Signature:  
簽署： \_\_\_\_\_

Date:  
日期： \_\_\_\_\_

Name: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
姓名： \_\_\_\_\_ (英文) \_\_\_\_\_ (中文)  
*(in block letters 以正楷填寫)*

Contact Phone  
Number:  
聯絡電話： \_\_\_\_\_

Notes:  
註：

1. Corporate communications refer to any document issued or to be issued by the Bank for information or action of holders of ordinary shares of the Bank, including but not limited to annual report, interim report, notice of meeting, listing document and circular.  
公司通訊指由本行發出或將予發出以供本行普通股股東參照或採取行動的任何文件，其中包括但不限於年報、中期報告、會議通告、上市文件及通函。
2. By completing and returning this Request Form to request for printed copies of the corporate communications, you have expressly indicated that you prefer to receive all future corporate communications of the Bank in printed form.  
當閣下填寫及寄回索取公司通訊印刷本表格後，即表示閣下確認擬收取本行日後刊發的所有公司通訊的印刷本。



Please cut the mailing label and stick this on an envelope to return the Request Form to us.

**No postage stamp is required if posted in Hong Kong.**

當閣下寄回此申請表格時，請將此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

**Tricor Standard Limited**  
**卓佳標準有限公司**  
**Freepost No. 簡便回郵號碼：37**  
**Hong Kong 香港**