



BEA 東亞銀行

The Bank of East Asia, Limited

(Incorporated in Hong Kong with limited liability in 1918)

(Stock Code: 23)

25th March, 2014

Dear Non-Registered Holder^{Note 1} of Ordinary Shares of the Bank,

Notice of publication of (i) Annual Report 2013 and (ii) Circular dated 25th March, 2014 together with Notice of Annual General Meeting (“Current Corporate Communications”)

We hereby notify you that the Current Corporate Communications of The Bank of East Asia, Limited (the “**Bank**”), in both English and Chinese, are now available on the website of the Bank at www.hkbea.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

You may access the Current Corporate Communications by visiting “About BEA – Investor Communication” section on the home page of the Bank’s website.

If you wish to receive printed copies of the Current Corporate Communications, 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 copies of the Current Corporate Communications 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 copies of the Current Corporate Communications, you will expressly indicate that you prefer to receive all future corporate communications^{Note 2} of the Bank in printed form.

Should you have any queries relating to this notice, 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.

Notes:

1. This letter is addressed to non-registered holders. “Non-registered holder” means such person or company whose shares are held in The Central Clearing and Settlement System and who has notified the Bank from time to time through Hong Kong Securities Clearing Company Limited that he/they wish(es) to receive Corporate communications of the Bank.
2. 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
(New Address: Level 22, Hopewell Centre,
183 Queen's Road East, Hong Kong,
with effect from 31st March, 2014)

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
（新地址：香港皇后大道東183號
合和中心22樓，
生效日期為2014年3月31日）

I/We would like to receive printed copies of the (i) Annual Report 2013 and (ii) Circular dated 25th March, 2014 together with Notice of Annual General Meeting and all future corporate communications ^{Note 1}
of the Bank ^{Note 2}.

本人／吾等要求索取(i) 2013年報及(ii) 日期為2014年3月25日之通函連同股東周年常會通告及本行日後刊發的所有公司通訊^{註1}的印刷本^{註2}。

Signature:
簽署：_____

Date:
日期：_____

Name: _____ (English)
姓名：_____ (英文)
(in block letters 以正楷填寫)

_____ (Chinese)
_____ (中文)

Contact Phone
Number: _____
聯絡電話：_____

Notes:
註：

- 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。
- 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