



BEA 東亞銀行

The Bank of East Asia, Limited

東亞銀行有限公司

(Incorporated in Hong Kong with limited liability in 1918)

(Stock Code: 23)

29th March, 2017

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

Notice of publication of (i) Annual Report 2016 and (ii) Circular dated 29th March, 2017 together with Notice of Annual General Meeting (“Current Corporate Communications”)

We hereby notify you that the English and Chinese versions of the Current Corporate Communications of The Bank of East Asia, Limited (the “**Bank**”) 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

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 include but are not limited to the directors’ report and annual accounts together with a copy of the auditor’s report, the interim report, a notice of meeting, a listing document and a 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
Level 22, Hopewell Centre,
183 Queen's Road East, Hong Kong

致: **東亞銀行有限公司 (「本行」)**
經卓佳標準有限公司
香港皇后大道東183號
合和中心22樓

I/We would like to receive printed copies of (i) Annual Report 2016 and (ii) Circular dated 29th March, 2017 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2016年報及(ii)日期為2017年3月29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:

姓名:

(English)

(英文)

(Chinese)

(中文)

(in block letters 以正楷填寫)

Contact Phone

Number:

聯絡電話:

Notes:

註:

1. Corporate communications include but are not limited to the directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a listing document and a circular.
公司通訊包括但不限於董事會報告及年度賬目連同核數師報告、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。

PERSONAL INFORMATION COLLECTION STATEMENT

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this Form (the "Purposes"). If you fail to supply sufficient information, the Bank may not be able to process your instructions. The Bank may disclose or transfer the Personal Data to its subsidiaries, its Share Registrar and/or third party service provider who provides administrative, computer and other services to the Bank for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Personal Data Privacy Officer of Tricor Standard Limited at the above address.

收集個人資料聲明

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》中「個人資料」的涵義相同。閣下是自願提供個人資料，以用於處理閣下在本表格上所述的指示(「該等用途」)。如閣下未能提供足夠資料，本行有可能無法處理閣下的指示。本行可就所述的該等用途，將個人資料披露或轉移給本行的附屬公司、股份登記處及／或向為本行提供行政、電腦及其他服務的第三者服務供應商，以及其他獲法例授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料的人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及紀錄用途)。有關查閱及／或更正個人資料的要求可按照《個人資料(私隱)條例》提出，而有關要求須以書面方式郵寄至卓佳標準有限公司(地址如上)的個人資料私隱主任。



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
Freeport No. 簡便回郵號碼: 37
Hong Kong 香港