



# 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)

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## LETTER TO NON-REGISTERED SHAREHOLDERS

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14 April 2025

Dear Non-Registered Shareholder<sup>Note 1</sup> of the Bank,

**Publication of (i) Annual Report 2024, (ii) Circular dated 14 April 2025 together with Notice of Annual General Meeting (collectively the "Current Corporate Communications") and (iii) Environmental, Social, and Governance Report 2024 (the "ESG Report 2024")**

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](http://www.hkbea.com) (the "**Bank's Website**") and the website of Hong Kong Exchanges and Clearing Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (the "**HKEXnews Website**"). You may access the Current Corporate Communications by visiting "About BEA – Investor Communication" section on the home page of the Bank's Website. If your previous request to receive printed copies of Corporate Communications<sup>Note 2</sup>, if any, remains valid, printed copies of the Current Corporate Communications are enclosed.

As a Non-Registered Shareholder, you are entitled to request to receive printed copies of the Current Corporate Communications and/or future Corporate Communications by completing the enclosed Request Form and returning it to the Bank's share registrar, Tricor Investor Services Limited (the "**Share Registrar**")<sup>Note 3</sup>. Upon receipt of your request (the "**Current Request**"), printed copies of the Current Corporate Communications and/or future Corporate Communications will be sent to you free of charge. **Please note that your Current Request will remain valid until 30 April 2026, after which printed copies will not be sent to you unless you specifically request again.**

**If you wish to receive email notifications for the publication of future Corporate Communications, 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 the Bank does not receive your functional email address from the Intermediaries, and until such time that a functional email address is provided, you will (i) be unable to receive any email notifications from the Bank or the Share Registrar regarding the publication of future Corporate Communications; and (ii) need to proactively check the Bank's Website or the HKEXnews Website to keep up with the publication of future Corporate Communications. **Alternatively, you may register for the News Alerts service in the Market Data section of the website of Hong Kong Exchanges and Clearing Limited at [www.hkex.com.hk](http://www.hkex.com.hk) in order to be notified when the Bank publishes Corporate Communications on the HKEXnews Website.**

The English and Chinese versions of the ESG Report 2024 of the Bank, published in electronic form only, are now available on the Bank's Website and the HKEXnews Website. You may access the ESG Report 2024 by visiting "About BEA – Sustainability" section on the home page of the Bank's Website. If you wish to receive a printed copy of the ESG Report 2024, please send your written request to the Share Registrar by post or by email at the addresses stated in Note 3.

Should you have any queries relating to the content of this Letter, please contact Customer Service Hotline of Tricor Investor Services Limited at +852 2980 1333 from 9:00am to 6:00pm, 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 shareholders. "Non-registered shareholder" 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 such person or company wishes to receive Corporate Communications of the Bank.
2. 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, which include but are not limited to the directors' report and annual accounts together with the independent auditor's report, the interim report, a notice of meeting, a listing document and a circular.
3. The Request Form may be returned to the Share Registrar (i) by post at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong using the mailing label provided or (ii) by email to [BEA0023-ecom@vistra.com](mailto:BEA0023-ecom@vistra.com). If it is posted in Hong Kong by using the mailing label provided, you do not need to affix a stamp; otherwise, please affix an appropriate stamp.

**Request Form 申請表格**

To: **The Bank of East Asia, Limited (the "Bank")**  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: **東亞銀行有限公司 (「本行」)**  
經卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

**REMINDER 提示**

As a non-registered shareholder, if you wish to receive email notifications for the publication of future Corporate Communications, 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，倘閣下擬收取有關發布日後刊發的公司通訊的電郵通知，閣下應聯絡閣下存放股份的銀行、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郵地址。

(please put a "✓" in the appropriate box(es) below, where applicable)  
(請於以下適當的空格內劃上「✓」號(如適用))

- ☐ I/We hereby request to receive printed copies of (i) Annual Report 2024 and (ii) Circular dated 14 April 2025 together with Notice of Annual General Meeting.  
本人／吾等現要求收取(i)2024年報及(ii)日期為2025年4月14日之通函連同股東周年常會通告的印刷本。
- ☐ I/We hereby request to receive printed copies of future Corporate Communications<sup>Note 1</sup>.  
本人／吾等現要求收取日後刊發的公司通訊<sup>註1</sup>的印刷本。

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: \_\_\_\_\_  
聯絡電話號碼: \_\_\_\_\_



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 Investor Services Limited**  
**卓佳證券登記有限公司**  
**Freepost No. 簡便回郵號碼 : 10 GPO**  
**Hong Kong 香港**

Notes 註：

1. Your request, if any, for printed copies of future Corporate Communications will remain valid until 30 April 2026, after which printed copies will not be sent to you unless you specifically request again.  
就 閣下有閣收取日後刊發的公司通訊的印刷本之指示(如有)，將有效至2026年4月30日，除非 閣下再次發出有關指示，否則其後本行將不再寄發印刷本予 閣下。
  2. Please complete all your details clearly.  
請清楚填妥 閣下所有資料。
  3. Any Request Form with no "✓" marked in the appropriate box(es), with no signature or otherwise incorrectly completed will be void.  
若申請表格上未有於適當的空格內劃上「✓」號、未有簽署或填寫不正確，即告作廢。
  4. For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上手寫的額外指示，將不予處理。
- \* Capitalised terms used in this Request Form shall have the same meanings as those defined in the Letter enclosing this Request Form dated 14 April 2025.  
本申請表格中所用之詞彙與日期為2025年4月14日附上本申請表格的信函中所界定者具有相同涵義。

## 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 Privacy Compliance Officer of Tricor Investor Services 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之人士。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證券登記有限公司(地址如上)的私隱條例事務主任。