



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)

LETTER TO NON-REGISTERED SHAREHOLDERS

29 May 2025

Dear Non-Registered Shareholder^{Note 1},

New Arrangements on Dissemination of Corporate Communications

This letter sets out the new arrangements adopted by The Bank of East Asia, Limited (the "**Bank**") on dissemination of Corporate Communications to its Non-Registered Shareholders.

1. Publication of Corporate Communications^{Note 2}

The Bank will continue to electronically disseminate all its Corporate Communications on its website at www.hkbea.com (the "**Bank's Website**") and Hong Kong Exchanges and Clearing Limited's website at www.hkexnews.hk (the "**HKEXnews Website**") (together, the "**Websites**"). You may access such Corporate Communications by visiting the section headed "About BEA – Investor Communication" on the home page of the Bank's Website.

Under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**") and the relevant guidance issued by the Stock Exchange, the Bank is no longer required to notify Non-registered Shareholders of the publication of Corporate Communications on the Websites. As such, the Bank will no longer send you notification on publication of Corporate Communications nor the request forms for requesting printed copies of such communications ("**Request Form**") when the Bank publishes Corporate Communications on the Websites. **For you to keep up-to-date with the publication of all future Corporate Communications, you should and are encouraged to register for the News Alerts service in the Market Data section on Hong Kong Exchanges and Clearing Limited's website at www.hkex.com.hk. By doing so, you will be alerted when the Bank publishes Corporate Communications on the HKEXnews Website.**

Please note that as a Non-Registered Shareholder, you will not receive any Actionable Corporate Communications^{Note 3} directly from the Bank. You should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (together, the "**Intermediaries**") for the procedures for receiving notifications (whether in electronic form or printed form) and exercising your rights or making your election through your Intermediaries in respect of the corporate actions under the relevant Actionable Corporate Communications.

2. Request for Corporate Communications in Printed Form

As a Non-Registered Shareholder, you are entitled to printed copies of Corporate Communications free of charge upon request.

If you would like to receive printed copies of Corporate Communication(s), please download the Request Form for printed copies in the section headed "About BEA – Investor Communication – Dissemination of Corporate Communications" on the Bank's Website. Please complete and sign the Request Form and send it to the Bank's share registrar, Tricor Investor Services Limited (the "**Share Registrar**")^{Note 4}. **Please note that your request for printed copies of future Corporate Communications will remain valid only until publication of the Bank's next Annual Report, after which printed copies of the Corporate Communications will not be sent to you unless you specifically request again.** For your ease of reference, the current version of the Request Form is enclosed.

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. A "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. Actionable Corporate Communications refer to any Corporate Communications that seek instructions from the Bank's securities holders on how they wish to exercise their rights or make an election as the Bank's securities holders.
4. 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. 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.



BEA 東亞銀行

The Bank of East Asia, Limited
東亞銀行有限公司

(Stock Code 股份代號: 23)

Corporate Communication Request Form (for Non-registered Shareholders^{Note 1} only)
公司通訊申請表格 (僅供非登記股東^{#1}使用)

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
Email: BEA0023-ecom@vistra.com

致: **東亞銀行有限公司 (「本行／貴行」)**
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
電郵: BEA0023-ecom@vistra.com

I/We, Non-Registered Shareholder(s) of the Bank, hereby request to receive a printed copy/printed copies of the following Corporate Communications^{Note 2}:
本人／吾等為 貴行非登記股東，現要求收取以下公司通訊^{#2}的印刷本：

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

- ☐ **the latest published Annual Report**
最新刊發的年報
- ☐ **the latest published Interim Report**
最新刊發的中期報告
- ☐ **others (please specify):** _____
其他(請註明): _____
- ☐ **future Corporate Communications published after the date of my/our request until publication of the Bank's next Annual Report^{Note 3}**
日後刊發的公司通訊(自本人／吾等提出要求之日起至本行下一份年報刊發為止)^{#3}

Signature:
簽署:

Date:
日期:

Name of Non-Registered Shareholder(s):
非登記股東姓名:

(English)
(英文)

(Chinese)
(中文)

(in BLOCK LETTERS 以正楷填寫)

Postal Address:
郵寄地址:

Contact Phone Number:
聯絡電話號碼:

The duly completed and signed Request Form should be sent to the Bank's Share Registrar, Tricor Investor Services Limited, (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. 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.

已填妥及簽署的申請表格需通過以下方式交回本行之股份登記處－卓佳證券登記有限公司：(i) 使用隨附的郵寄標籤寄回至香港夏慤道16號遠東金融中心17樓；或(ii) 以電郵方式發送至BEA0023-ecom@vistra.com。若閣下使用隨附的郵寄標籤於香港投寄申請表格，則無需支付郵費；否則，請貼上適當的郵票。



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. *This Request Form is only for use by Non-registered Shareholders of the Bank. A "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.*
本申請表格僅供本行非登記股東使用。「非登記股東」乃指其股份存放於中央結算及交收系統的人士或公司，而該人士或公司已經透過香港中央結算有限公司不時向本行發出通知，表示其希望收到本行的公司通訊。
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.*
公司通訊指本行已發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於董事會報告及年度賬目連同獨立核數師報告、中期報告、會議通告、上市文件及通函。
3. *Your request for printed copies of future Corporate Communications will remain valid only until publication of the Bank's next Annual Report, after which printed copies of the Corporate Communications will not be sent to you unless you specifically request again.*
閣下要求收取日後刊發的公司通訊的印刷本之指示將僅有效至本行下一份年報刊發為止，除非再次發出有關指示，否則其後本行將不再寄發公司通訊的印刷本予閣下。
4. *Please complete all your details clearly.*
請清楚填妥 閣下所有資料。
5. *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。
6. *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。

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。