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## **The Bank of East Asia, Limited**

*(Incorporated in Hong Kong with limited liability in 1918)*  
(Stock Code: 23)

### **ELECTION OF MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS**

The Bank is making new arrangements to ascertain the preference of the Shareholders in receiving the Bank's future Corporate Communications (i) in electronic form on the Bank's website; or (ii) in printed form.

#### **INTRODUCTION**

Pursuant to the Companies Ordinance, the Listing Rules and the Articles of Association of the Bank, the Bank is permitted to supply its Corporate Communications to Shareholders by, inter alia, posting them on the Bank's website if Shareholders agree or are deemed to agree to such form of communication.

The Bank is making new arrangements described below to ascertain the preference of Shareholders in receiving future Corporate Communications:

- (i) in electronic form on the Bank's website at [www.hkbea.com](http://www.hkbea.com) ("**Website Option**") instead of receiving printed copies; or
- (ii) in printed form.

For the sake of environmental protection and to save printing and mailing costs, Shareholders are encouraged to choose the Website Option.

#### **NEW ARRANGEMENTS**

1. The Bank will send a letter to the Shareholders on 13<sup>th</sup> December, 2011 (the "**Request Letter**") together with a reply form (the "**Reply Form**"), in English and Chinese languages, with a pre-paid mailing label (applicable for posting within Hong Kong only). The Reply Form is for use by Shareholders who wish to continue to receive future Corporate Communications in printed form.

2. Shareholders who choose to receive printed copies of the Corporate Communications are required to sign and return the Reply Form to the Share Registrar, using the mailing label at the bottom of the Reply Form **on or before 12<sup>th</sup> January, 2012.**
3. **If the Share Registrar does not receive the duly completed and signed Reply Form or a response indicating the objection from any of the Shareholders by 12<sup>th</sup> January, 2012, those Shareholders will be deemed to have elected the Website Option, i.e. to read all future Corporate Communications published on the Bank's website instead of receiving printed copies.**
4. For Shareholders who have elected to receive the Corporate Communications in printed form, the Bank will send to them printed copies (in both English and Chinese languages) of all future Corporate Communications.
5. For Shareholders who are deemed to have chosen the Website Option, the Bank will send a notice of publication together with a change request form by post to the Shareholders upon despatch of each Corporate Communication. If for any reason, any of such Shareholders has difficulty in receiving or gaining access to the website version of the relevant Corporate Communications, the Bank will upon the request of such Shareholders in writing to the Share Registrar promptly send printed copies of the Corporate Communications to such Shareholders free of charge.
6. Shareholders are entitled to, at any time, change the choice of the means of receipt of the Corporate Communications, free of charge, by giving reasonable notice in writing to the Share Registrar. Shareholders may also notify the Bank of such change by email to BEA0023-ecom@hk.tricorglobal.com specifying their request together with their full name and contact telephone number.
7. All Corporate Communications in both English and Chinese languages, and in accessible format, will be available on the Bank's website at [www.hkbea.com](http://www.hkbea.com) for not less than five years from the date of first publication. Electronic copies of both languages of each Corporate Communication will be submitted to Hong Kong Exchanges and Clearing Limited pursuant to the Listing Rules, and will be available on its website at [www.hkexnews.hk](http://www.hkexnews.hk).
8. A dial-up hotline service at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m., Monday to Friday (excluding Hong Kong public holidays) will be provided for Shareholders to make enquiries on the above arrangements.

## **PREVIOUS ARRANGEMENT**

The arrangements set out in this announcement will supersede the previous arrangement made by the Bank for Shareholders to elect the means of receipt of Corporate Communications.

## DEFINITIONS

In this announcement, unless the context otherwise requires, the following terms shall have the meanings set out below:

“Bank”	The Bank of East Asia, Limited
“Companies Ordinance”	Companies Ordinance (Chapter 32 of the Laws of Hong Kong), as amended from time to time
“Corporate Communication(s)”	Any document(s) issued or to be issued by the Bank for the information or action of holders of any of the Bank’s securities, including but not limited to (a) the directors’ report and annual accounts together with a copy of the auditor’s report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a form of proxy.
“Listing Rules”	The Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, as amended from time to time
“Share Registrar”	Share Registrar of the Bank, namely, Tricor Standard Limited, located at 26/F., Tesbury Centre, 28 Queen’s Road East, Hong Kong
“Shareholder(s)”	Holder(s) of the ordinary share(s) of HK\$2.50 each in the share capital of the Bank

By order of the Board  
**Alson LAW Chun-tak**  
*Company Secretary*

Hong Kong, 12<sup>th</sup> December, 2011

*As at the date of this announcement, the Board of Directors of the Bank comprises Dr. the Hon. Sir David LI Kwok-po (Chairman & Chief Executive), Professor Arthur LI Kwok-cheung\* (Deputy Chairman), Dr. Allan WONG Chi-yun\*\* (Deputy Chairman), Mr. WONG Chung-hin\*\*, Dr. LEE Shau-kee\*\*, Mr. Aubrey LI Kwok-sing\*, Mr. Winston LO Yau-lai\*\*, Tan Sri Dr. KHOO Kay-peng\*, Dr. Thomas KWOK Ping-kwong\*\*, Mr. Richard LI Tzar-kai\*, Mr. Kenneth LO Chin-ming\*\*, Mr. Eric LI Fook-chuen\*, Mr. Stephen Charles LI Kwok-sze\*, Mr. William DOO Wai-hoi\*\*, Mr. KUOK Khoon-ean\*\*, Mr. Valiant CHEUNG Kin-piu\*\* and Dr. Isidro FAINÉ CASAS\*.*

*\* Non-executive Directors*

*\*\* Independent Non-executive Directors*