



# 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)  
(1918年在香港註冊成立之有限公司)  
(Stock Code 股份代號: 23)

## NOTIFICATION LETTER 通知信函

27th March, 2024

Dear Non-Registered Holder<sup>Note 1</sup> of Ordinary Shares of the Bank,

**Notice of publication of (i) Annual Report 2023, (ii) Circular dated 27th March, 2024 together with Notice of Annual General Meeting (collectively "Current Corporate Communications") and (iii) Environmental, Social, and Governance Report 2023 ("ESG Report 2023")**

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) and the website of Hong Kong Exchanges and Clearing Limited ("HKEX") at [www.hkexnews.hk](http://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 and/or future Corporate Communications<sup>Note 2</sup>, you can complete the enclosed Request Form and return it to the Bank's share registrar, Tricor Standard Limited ("Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, by post using the mailing label provided or by email to [BEA0023-ecom@hk.tricorglobal.com](mailto:BEA0023-ecom@hk.tricorglobal.com). Printed copies of the Current Corporate Communications and/or future Corporate Communications will be sent to you free of charge upon receipt of your request.

The English and Chinese versions of the ESG Report 2023 of the Bank, published in electronic form only, are now available on the website of the Bank at [www.hkbea.com](http://www.hkbea.com) and the website of HKEX at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the ESG Report 2023 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 2023, please send your written request to the Share Registrar at the address above by post or by email to [BEA0023-ecom@hk.tricorglobal.com](mailto:BEA0023-ecom@hk.tricorglobal.com).

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 6:00 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:

- 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/she/they wish(es) to receive Corporate Communications of the Bank.
- 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.

各位本行普通股股份的非登記持有人<sup>#1</sup>：

**(i) 2023年報, (ii) 日期為2024年3月27日之通函連同股東周年常會通告 (統稱「是次公司通訊」) 及 (iii) 2023環境、社會及管治報告的刊發通知**

現謹通知 閣下, 東亞銀行有限公司 (「本行」) 之是次公司通訊之中、英文版本, 現已登載於本行網站 [www.hkbea.com](http://www.hkbea.com) 及香港交易及結算有限公司 (「港交所」) 網站 [www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本行網站主頁內的「關於東亞銀行 – 投資者通訊」項下閱覽是次公司通訊。

倘 閣下擬收取是次公司通訊及/或日後的公司通訊<sup>#2</sup>的印刷本, 可填妥隨附之「索取公司通訊印刷本表格」及利用郵寄標籤寄回本行之股份登記處 – 卓佳標準有限公司 (「股份登記處」) (地址為香港夏慤道16號遠東金融中心17樓), 或以電郵方式發送至 [BEA0023-ecom@hk.tricorglobal.com](mailto:BEA0023-ecom@hk.tricorglobal.com)。是次公司通訊及/或日後的公司通訊的印刷本將免費寄予 閣下。

本行之2023環境、社會及管治報告 (僅以電子形式刊載) 之中、英文版本, 現已登載於本行網站 [www.hkbea.com](http://www.hkbea.com) 及港交所網站 [www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本行網站主頁內的「關於東亞銀行 – 可持續發展」項下閱覽2023環境、社會及管治報告。若 閣下欲領取2023環境、社會及管治報告的印刷本, 請向股份登記處發出有關要求, 可以書面方式郵寄至上述地址, 或以電郵方式發送至 [BEA0023-ecom@hk.tricorglobal.com](mailto:BEA0023-ecom@hk.tricorglobal.com)。

倘 閣下對本通知有任何查詢, 請於星期一至星期五 (公眾假期除外) 上午9時至下午6時正致電卓佳標準有限公司客戶服務熱線: (852) 2980 1333查詢。

**東亞銀行有限公司**  
公司秘書  
**羅春德** 謹啟

2024年3月27日

註：

- 此函件乃向本行普通股股份的非登記持有人而發出。「非登記持有人」乃指其股份存放於中央結算及交收系統的人士或公司, 而他/他們已經透過香港中央結算有限公司不時向本行發出通知, 希望收到公司通訊。
- 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。

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  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致：東亞銀行有限公司（「本行」）  
經卓佳標準有限公司  
香港夏慤道16號  
遠東金融中心17樓

(please put a '✓' in the appropriate box(es) below)  
(請於適用的空格內劃上「✓」號)

- I/We would like to receive printed copies of (i) Annual Report 2023 and (ii) Circular dated 27th March, 2024 together with Notice of Annual General Meeting.  
本人／吾等要求索取(i)2023年報及(ii)日期為2024年3月27日之通函連同股東周年常會通告的印刷本。
- I/We would like to receive printed copies of future Corporate Communications<sup>Note 1</sup> of the Bank<sup>Note 2</sup>.  
本人／吾等要求索取本行日後刊發的公司通訊<sup>註1</sup>的印刷本<sup>註2</sup>。

Signature:  
簽署：

Date:  
日期：

Name: (English)  
姓名： (英文)

(Chinese)  
(中文)

(in block letters 以正楷填寫)

Contact Phone  
Number:  
聯絡電話號碼：

Notes 註:

- 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。
- Your request, if any, for printed copies of future Corporate Communications of the Bank will remain valid until 31st March, 2025, after which printed copies will not be sent unless you specifically request again.  
就閣下有關收取本行日後刊發的公司通訊的印刷本之指示(如有)，將有效至2025年3月31日，之後本行將不再寄發印刷本，除非閣下再次發出有關指示。

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 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標準有限公司(地址如上)的私隱條例事務主任。



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：10 GPO  
Hong Kong 香港