



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 Registered Shareholders^{Note 1} only) 公司通訊申請表格 (僅供登記股東^{註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

Part A – Request for Corporate Communications in Printed Form 甲部 – 要求收取公司通訊的印刷本

I/We, 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 貴行登記股東，現要求收取以下公司通訊^{註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 4}**
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) ^{註4}

Part B – Consent for Electronic Communications 乙部 – 同意以電子方式通訊

I/We hereby provide my consent to receiving Actionable Corporate Communications^{Note 3} and any other documents or information in electronic form by the Bank via my/our below email address:
本人 / 吾等現同意通過本人 / 吾等之以下電郵地址，從 貴行接收可供採取行動的公司通訊^{註3}及任何其他文件或資訊之電子版本：

Email Address 電郵地址: _____
(in BLOCK LETTERS 以正楷填寫)

Signature: _____
簽署:

Date: _____
日期:

Name of Registered Shareholder(s): _____
登記股東姓名: _____
(English) (Chinese)
(英文) (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 Registered Shareholders of the Bank. A "Registered Shareholder" means a Shareholder who holds the Bank's shares in his/her/its own name and whose name appears on the register of members of the Bank.*
本申請表格僅供本行登記股東使用。「登記股東」乃指以其本身名義持有本行股份且其姓名／名稱已登記於本行股東名冊內的股東。
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, a circular and a proxy form.*
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、通函及代表委任表格。
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.*
可供採取行動的公司通訊指任何涉及要求本行證券持有人指示其擬如何行使其作為本行證券持有人的權利或作出選擇的公司通訊。
4. *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。
5. *Please complete all your details clearly.*
請清楚填妥 閣下所有資料。
6. *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。
7. *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。