

NOTIFICATION LETTER 通知信函

9 October 2020

Dear Shareholders,

Industrial and Commercial Bank of China Limited (the "Bank")

- Publication of the Circular on the Second Extraordinary General Meeting of 2020 of the Bank to be held on 26 November 2020, the related Proxy Form and Reply Slip (the "Current Corporate Communication")

The English and Chinese versions of the Current Corporate Communication are available on the Bank's website at www.icbc-ltd.com and the HKEXnews website at www.hkexnews.hk. You may access the Current Corporate Communication by clicking "Investor Relations" on the homepage of the Bank's website then selecting Current Corporate Communication under "Announcements" and viewing the document through Adobe® Reader® or browsing through the HKEXnews website.

Please note that you are entitled at any time to change your choice of language and means of receipt of all future Corporate Communications ^(Note) or to receive a printed copy of the Current Corporate Communication in your choice of language by giving reasonable notice in writing or simply completing the Change Request Form on the reverse side and send it to the Bank c/o Computershare Hong Kong Investor Services Limited (the "H Share Registrar") by using the mailing label at the bottom of the Change Request Form (a stamp is not needed if posted in Hong Kong). The address of H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send an email with a scanned copy of the Change Request Form to icbc.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Bank's website at www.icbc-ltd.com or the HKEXnews website at www.hkexnews.hk.

Even if you have chosen (or are deemed to have consented) to read the website version of the Current Corporate Communication posted on the Bank's website but for any reason you have difficulty in receiving or gaining access to such website version, the Bank will promptly upon your request send the Current Corporate Communication in printed form to you free of charge.

For those Shareholders who would like to appoint proxies to attend and vote in their stead at the Second Extraordinary General Meeting of 2020 of the Bank to be held on 26 November 2020, please download the Proxy Form from the Bank's website, and complete, sign and deposit the Proxy Form at the H Share Registrar following the instructions as provided in the Notes to the Proxy Form.

For those Shareholders who intend to attend the Second Extraordinary General Meeting of 2020 of the Bank to be held on 26 November 2020 in person or by proxy, please download the Reply Slip from the Bank's website, and complete, sign and return the Reply Slip to the Bank or the H Share Registrar following the instructions as provided in the Notes to the Reply Slip.

Should you have any queries relating to any of the above matters, please call the telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays, or send an email to icbc.ecom@computershare.com.hk.

**The Board of Directors of
Industrial and Commercial Bank of China Limited**

Note: Corporate Communication refers to any document issued or to be issued by the Bank for the information or action of holders of any of the Bank's securities as defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, including but not limited to (a) the annual report; (b) interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; (f) a proxy form; and (g) a reply slip.

各位股東：

中國工商銀行股份有限公司 (「本行」)

- 將於 2020 年 11 月 26 日舉行之 2020 年第二次臨時股東大會股東通函、相關代表委任表格及回執 (「本次公司通訊」) 之發佈通知

本次公司通訊的中、英文版本現已登載於本行網站 (www.icbc-ltd.com) 及香港交易所「披露易」網站 (www.hkexnews.hk)，歡迎瀏覽，閣下可在本行網站主頁按「投資者關係」一項，再在「公司公告」項下選擇本次公司通訊並使用 Adobe® Reader® 開啟查閱本次公司通訊，或在香港交易所「披露易」網站瀏覽該等文件。

敬請注意：閣下如欲更改今後所有公司通訊 ^(附註) 之語言版本及收取方式，或欲收取以閣下所選擇之語言製備的本次公司通訊的印刷本，閣下有權在任何時間發出合理書面通知或簡單透過填寫背面的變更申請表，並使用變更申請表下方的郵寄標籤 (如在香港投寄無需貼上郵票)，寄回本行 H 股證券登記處香港中央證券登記有限公司 (「H 股證券登記處」)，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。閣下亦可把已填妥之變更申請表的掃描副本電郵至 icbc.ecom@computershare.com.hk。變更申請表亦可於本行網站 (www.icbc-ltd.com) 或香港交易所「披露易」網站 (www.hkexnews.hk) 內下載。

閣下如已選擇 (或被視為已同意) 閱覽在本行網站發佈的本次公司通訊網上版本，但因任何理由以致在收取或接收登載於本行網站上的本次公司通訊出現困難，本行將應閣下要求立即向閣下寄發本次公司通訊的印刷版本，費用全免。

股東如欲委任代表出席本行於 2020 年 11 月 26 日舉行之 2020 年第二次臨時股東大會及於會上代為投票，請於本行網站下載代表委任表格，並根據代表委任表格內附註之指示填寫、簽署，及將代表委任表格送達本行 H 股證券登記處。

股東如欲親身或委任代表出席本行於 2020 年 11 月 26 日舉行之 2020 年第二次臨時股東大會，請於本行網站下載回執，並根據回執內附註之指示填寫、簽署，及將回執送達本行或 H 股證券登記處。

閣下如對本函內容有任何疑問，請致電電話熱線 (852) 2862 8688，辦公時間為星期一至五 (公眾假期除外) 上午 9 時正至下午 6 時正，或電郵至 icbc.ecom@computershare.com.hk。

**中國工商銀行股份有限公司
董事會**

二零二零年十月九日

附註：公司通訊指根據香港聯合交易所有限公司證券上市規則第 1.01 條定義所載，本行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，包括但不限於：(a) 年度報告；(b) 中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；(f) 代表委任表格；及 (g) 回執。

Name(s) and Address of Shareholder(s):
股東之姓名及地址:

Change Request Form 變更申請表

To: Industrial and Commercial Bank of China Limited (the "Bank")
Stock Code: 1398
EUR Preference Shares Stock Code: 4604
USD Preference Shares Stock Code: 4620
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wanchai, Hong Kong
致: 中國工商銀行股份有限公司 ("本行")
股份代號: 1398
歐元優先股股份代號: 4604
美元優先股股份代號: 4620
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We have already chosen or are deemed to have consented to read the Current Corporate Communication posted on the Bank's website:
本人/我們已選擇或被視為已同意閱覽 貴行網站所登載之本次公司通訊:

Part A - I/We would like to receive the Current Corporate Communication in the manner as indicated below:
甲部 本人/我們現欲以下述方式收取本次公司通訊:

(Please mark (X) in the following box 請於下列空格內劃上「X」號)

- I/We would like to receive a printed copy in English.
本人/我們希望收取一份英文印刷本。
I/We would like to receive a printed copy in Chinese.
本人/我們希望收取一份中文印刷本。
I/We would like to receive both the printed English and Chinese copies.
本人/我們希望收取英文和中文各一份印刷本。

Part B - I/We would like to change the choice of language and means of receipt of future Corporate Communication of the Bank as indicated below:
乙部 本人/我們現欲更改以下列方式收取 貴行日後公司通訊之語言版本及收取途徑:

(Please mark ONLY ONE (X) in the following boxes 請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- to read the Website version of all future Corporate Communication published on the Bank's website in place of receiving printed copies; and receive an email notification of the publication of Corporate Communication on the Bank's website (In support of environmental protection, the Bank recommends you to elect this option); OR
閱覽在本行網站刊發之所有日後公司通訊之網上版本, 以代替印刷本, 並收取公司通訊已在在本行網站刊發之電郵通知(為響應環保要求, 推薦閣下選擇本方式); 或

Email Address
電郵地址

(The Bank will send to the email address provided above (if any) a notification of the availability of the Corporate Communication on the Bank's website in the future. If no email address is provided, only a notification letter of the publication of the Corporate Communication on the Bank's website will be sent. Please provide the email address in English Capital Letters and the email address is used for notification of release of Corporate Communication only)
(本行日後會在公司通訊於本行網站發佈時發出通知至以上提供之電郵地址(如有)。如未有提供電郵地址, 則會發出公司通訊已在網上刊發的通知信函予閣下。請以英文正楷填寫電郵地址。以上電郵地址僅供用作通知公司通訊已發佈。)

- to read the Website version of all future Corporate Communication published on the Bank's website in place of receiving printed copies; and receive a notification letter of the publication of Corporate Communication on the Bank's website; OR
閱覽在本行網站刊發之所有日後公司通訊之網上版本, 以代替印刷本, 並收取公司通訊已在在本行網站刊發之通知信函; 或
to receive the printed English version of all future Corporate Communication ONLY; OR
僅收取所有日後公司通訊之英文印刷本; 或
to receive the printed Chinese version of all future Corporate Communication ONLY; OR
僅收取所有日後公司通訊之中文印刷本; 或
to receive both the printed English and Chinese versions of all future Corporate Communication.
同時收取所有日後公司通訊之英文及中文印刷本。

Date
日期

Signature(s)
簽名

Notes 附註:

- Please complete all your details clearly. Please specify your name and address clearly in ENGLISH BLOCK LETTER on the top left hand corner in this Change Request Form if you download this Form from the Bank's website or the HKEnews' website.
請閣下清楚填妥所有資料。倘若閣下從本行網站或香港交易所披露易網站下載本變更申請表, 請於本表格左上方用英文正楷清楚註明閣下的姓名及地址。
By electing to read the Website Version of the Corporate Communication published on the Bank's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communication in printed form.
在選擇瀏覽在本行網站發出之公司通訊網上版本以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Bank in respect of the joint holding should sign on this Change Request Form in order to be valid.
如屬聯名股東, 則本變更申請表須由該名於本行股東名冊上就聯名持有股份其姓名位列首位的股東簽署, 方為有效。
Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本表格作出超過一項選擇, 或未有作出選擇, 或未有簽署, 或在其他方面填寫不正確, 則本表格將會作廢。
The above instruction will apply to all future Corporate Communication to be sent to shareholders of the Bank until you notify otherwise by reasonable notice in writing or by email to icbc.ecom@computershare.com.hk to the Bank c/o Bank's H Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
上述指示適用於將來寄發予本行股東之所有公司通訊, 直至閣下發出合理時間的書面通知或以電郵方式到 icbc.ecom@computershare.com.hk 予本行之H股證券登記處香港中央證券登記有限公司, 地址為香港灣仔皇后大道東183號合和中心17M樓另作選擇為止。
Shareholders are entitled to change the choice of means of receipt and language of the Corporate Communication at any time by reasonable notice in writing or by email to icbc.ecom@computershare.com.hk to the Bank c/o the Bank's H Share Registrar.
股東有權隨時發出合理時間的書面通知或以電郵方式到 icbc.ecom@computershare.com.hk 予本行之H股證券登記處, 要求更改公司通訊之收取方式及語言版本。
For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
為免存疑, 任何在本變更申請表上的額外手寫指示, 本行將不予處理。
Please note that both printed English and Chinese versions of all the Bank's Corporate Communication which we have sent to our Shareholders in the past 12 months are available from the Bank on request. They are also available on the Bank's website (www.icbc-ltd.com) for five years from the date of first publication.
本行備有於過去12個月曾寄發予股東的公司通訊的中、英文印刷本。該等通訊文件亦由首次登載日期起計, 持續5年載於本行網站(www.icbc-ltd.com)上。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited
香港中央證券登記有限公司
Freepost No. 簡便回郵號碼: 37
Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時, 請將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。

Get in touch with us 與我們聯繫

Send us an enquiry 查詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact

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