

# **Rules of Procedures for the Shareholders' Meeting of Industrial and Commercial Bank of China Limited (Version 2025)**

## **Chapter I     General Provisions**

**Article 1** In order to ensure that the shareholders of the Industrial and Commercial Bank of China Limited (the “Bank”) exercises powers according to the laws, guarantee the efficient and standardized operation and scientific decision-making of the shareholders’ meeting, and improve the Bank’s governance structure, the Rules is hereby formulated pursuant to the *Company Law of the People’s Republic of China* (the “Company Law”), *the Securities Law of the People’s Republic of China*, *the Law of the People’s Republic of China on Commercial Banks*, *the Articles of Association of Industrial and Commercial Bank of China Limited* (the “Articles of Association of the Bank”) and other pertinent laws, administrative regulations and regulatory documents, and relevant provisions of the securities regulatory authority in the listing place of the Bank, taking into account the Bank’s conditions.

**Article 2** The Rules shall be binding upon the Bank, all its shareholders, the Bank’s directors, senior management personnel and other non-voting attendees present at the shareholders’ meeting.

**Article 3** The shareholders’ meeting shall be convened by the board of directors of the Bank pursuant to the Company Law and other laws, administrative regulations, regulatory documents and the Rules hereof on the holding of the shareholders’ meeting, except as provided otherwise. The Bank’s directors shall have the obligation of a duty of diligence to the normal holding of the shareholders’ meetings, and shall not obstruct the meetings from performing their powers and functions.

**Article 4** Secretary of the board and the office of the board of directors shall be responsible for preparing for and organizing the shareholders’ meetings.

**Article 5** Any people holding shares of the Bank shall be entitled to, pursuant to the laws, administrative regulations, regulatory documents, the Articles of Association of the Bank and the Rules hereof, attend in person or entrust a proxy to attend the shareholders’ meeting, and enjoy the right of information, right to speak, right of inquiry, right of voting, and other shareholder rights.

Shareholders and proxies attending the shareholders’ meeting shall observe relevant laws, administrative regulations, regulatory documents, the Articles of Association of the Bank and the Rules hereof, and shall keep order in earnest, and shall not infringe upon other shareholders’ legitimate rights and interests.

**Article 6** Before holding the shareholders’ meeting, the Bank shall engage lawyers to issue legal opinions and announcement on the following issues:

- (1) Whether the procedures for convening and holding the shareholders’ meeting are in line with laws, administrative regulations, regulatory documents, the Articles of Association of the Bank and these Rules hereof;
- (2) Whether the qualifications of the attendees and convener are legal and valid;

- (3) Whether the voting procedures and results of the shareholders' meeting are legal and valid;
- (4) Legal opinions issued at the request of the Bank on other questions.

## **Chapter II Powers and Authorization of the Shareholders' Meeting**

**Article 7** The shareholders' meeting is the power organ of the Bank. The shareholders' meeting shall exercise the following duties and powers within the scope prescribed by laws, administrative regulations, regulatory documents and regulatory provisions:

- (1) electing, replacing and removing relevant directors and deciding on matters concerning their compensation;
- (2) examining and approving work report of the board of directors;
- (3) examining and approving the Bank's annual financial budget and final account proposals;
- (4) examining and approving the Bank's plans for profit distribution and loss make-up;
- (5) adopting resolutions concerning the increase or decrease of the Bank's registered capital;
- (6) adopting resolutions on merger, division, dissolution, liquidation or change of corporate form of the Bank;
- (7) adopting resolutions on plans for issuance of corporate bonds or other securities and public listing;
- (8) adopting resolutions on purchase of the shares of the Bank;
- (9) amending the Articles of the Bank, examining and approving the rules of procedures for the shareholders' meeting and the board of directors;
- (10) adopting resolutions on the Bank's engagement or dismissal of accounting firms that conducts periodic statutory audit of the financial accounting reports of the Bank;
- (11) examining and approving or authorizing the board of directors to approve the establishment and adjustment of important legal persons, material merger and acquisition, material external investment, material assets purchase, material assets disposal and write-off, large assets mortgage and other non-commercial banking business guarantee and other matters;
- (12) examining and approving the issues regarding changing the use of proceeds;
- (13) examining and approving the equity incentive plans and employee stock ownership plan;
- (14) examining and approving proposals raised by the shareholders who individually or jointly hold more than one percent (1%) of the voting shares of the Bank;
- (15) examining and approving the related party transactions that shall be approved by the shareholders' meeting as stipulated by laws, administrative regulations, regulatory

documents and relevant regulations of the securities regulatory authority of the locality where the shares of the Bank are listed;

(16) deciding on the issuance of preference shares; approving or authorizing the board of directors to decide on the repurchase, transfer of shares, distribution of dividends and other matters in relation to the preference shares issued by the Bank; and

(17) examining and approving other issues that shall be approved by the shareholders' meeting as stipulated by laws, administrative regulations, regulatory documents, regulatory provisions or the Articles of the Bank.

**Article 8** The above matters within the scope of powers of the shareholders' meeting shall be discussed and decided by the shareholders' meeting, but the shareholders' meeting may authorize the board of directors to decide such matters under circumstances that are necessary, reasonable, legal and compliant. The content of authorization shall be clear and specific.

For the authorization to the board of directors by the shareholders' meeting, if matters authorized are those that shall be adopted by the shareholders' meeting by means of general resolution as specified in the Rules of the Bank, they shall be adopted by the majority of the voting rights held by the shareholders (including shareholder proxies) present at the meeting. If matters authorized are those that shall be adopted by the shareholders' meeting by means of special resolution as specified in the Rules of Procedure, they shall be adopted by more than two thirds (2/3) of the voting rights held by the shareholders (including shareholder proxies) present at the meeting.

### **Chapter III      Procedures for Holding of the Shareholders' Meetings**

#### **Section I      Form of the Holding of the Shareholders' Meetings**

**Article 9** The shareholders' meetings are divided into annual shareholders' general meeting (hereinafter referred to as "annual general meetings") and extraordinary shareholders' meetings.

**Article 10** The annual general meeting is held once a year within six (6) months after close of a fiscal year. If the meeting needs to be deferred under special circumstances, the Bank shall report to the banking supervision institution of the State Council, the office of China Securities Regulatory Commission (the "CSRC") in the local place of the Bank and the stock exchange where the Bank is listed (the "stock exchange") together with an explanation, and shall make a public notice.

**Article 11** In any of the following cases, the Bank shall hold an extraordinary shareholders' meeting within two (2) months upon the occurrence of such case:

- (1) The number of directors is less than two thirds (2/3) of the number of the members of the board of directors or less than the quorum;
- (2) Uncovered losses account for one third (1/3) of total paid-up capital;
- (3) Shareholders independently or jointly holding more than 10% of voting shares in the Bank (the "voting shareholders") submit written request;
- (4) The board of directors considers it necessary to hold such a meeting;
- (5) The audit committee proposes to hold such a meeting;

- (6) Other cases as provided by laws, administrative regulations, regulatory documents, or the Articles of Association of the Bank and the Rules thereof.

The number of shares held by the shareholders specified in Section (3) shall be the number of shares held on the date when the shareholders submit the written request.

**Article 12** The Bank will set up a meeting place for the shareholders' meeting that will be held in the form of on-site meeting, on-site meeting with video meeting or online meeting. While ensuring the legitimacy and effectiveness of the shareholders' meeting, the Bank will provide, through multiple methods and channels, modern information technology means, including an online voting platform, convenient conditions for shareholders, especially minority shareholders, to participate in the shareholders' meeting.

## **Section II Convening of Shareholders' Meetings**

**Article 13** The board of directors shall convene the shareholders' meeting within the time limit stipulated herein.

**Article 14** With the consent of the majority of all independent directors, the independent directors may jointly propose to the board of directors to convene an extraordinary shareholders' meeting. For such proposal, the board of directors shall, in accordance with laws, administrative regulations, regulatory documents and the Articles of Association of the Bank, make a response in writing on whether or not it agrees to convene an extraordinary shareholders' meeting, within ten (10) days upon receipt of such proposal.

If the board of directors agrees, a notice shall be issued within five (5) days after the resolution of the board of directors is passed. If the board of directors refuses, it shall give an explanation and issue an announcement in accordance with relevant regulations.

**Article 15** The audit committee shall have the right to propose to the board of directors to convene an extraordinary shareholders' meeting. Such proposal shall be made in writing. The board of directors shall make a written response as to whether or not it agrees to convene such an extraordinary shareholders' meeting within ten (10) days upon receipt of the proposal in accordance with laws, administrative regulations, regulatory documents and the Articles of Association of the Bank.

If the board of directors agrees, a notice shall be issued within five (5) days after the resolution of the board of directors is passed. Changes made to the original proposal in the notice shall be approved by the audit committee.

In case the board of directors refuses, or does not give any response within ten (10) days upon receipt of the proposal, the board of directors shall be deemed to be unable or have failed to perform its duty to convene the shareholders' meeting, and the audit committee may convene and preside over the meeting by itself.

**Article 16** Proposing shareholders shall have the right to request the board of directors to convene an extraordinary shareholders' meeting. Such request shall be made in writing to the board of directors. The board of directors shall make a written response as to whether or not it agrees to convene such a meeting within ten (10) days

upon receipt of the request in accordance with laws, administrative regulations, regulatory documents and the Articles of Association of the Bank.

If the board of directors agrees, a notice shall be issued within five (5) days after the resolution of the board of directors is passed. Changes made to the original request shall be approved by the proposing shareholders.

If the board of directors refuses or does not give any response within ten (10) days upon receipt of the request, the proposing shareholders shall have the right to propose to the audit committee to convene such an extraordinary shareholders' meeting. Such proposal shall be made in writing.

If the audit committee agrees, a notice shall be issued within five (5) days upon receipt of the proposal. Changes made to the original proposal shall be approved by the proposing shareholders.

If the audit committee fails to give the notice within the specified time limit, it shall be deemed to have failed to convene and preside over the meeting, in which case, shareholders who either individually or jointly hold more than ten percent (10%) shares of the Bank for more than ninety (90) consecutive days (hereinafter referred as the "convening shareholders") shall have the right to convene and preside over the meeting by themselves.

**Article 17** When the audit committee or the convening shareholders decide to convene an extraordinary shareholders' meeting by themselves, they shall notify the board of directors in writing, and issue a notice convening the extraordinary shareholders' meeting. The content of the notice shall comply with the following requirements and the provisions set forth in the Article 25 of the Rules:

- (1) no new content shall be added to the proposal, otherwise, the convening shareholders or the audit committee shall send a new notice to the board of directors for the convening of the extraordinary shareholders' meeting according to the aforesaid procedures;
- (2) the extraordinary shareholders' meeting shall be held at the domicile of the Bank.

If the audit committee or the convening shareholders decide to convene an extraordinary shareholders' meeting by themselves, they shall make a filing with the stock exchange, and at the same time when the notice of shareholders' meeting is issued and the resolutions of the meeting announced, submit relevant certificates to the stock exchange according to relevant regulations.

Before the resolution of the shareholders' meeting is announced, the proportion of shares held by the convening shareholders should not be less than ten percent (10%).

**Article 18** The board of directors and the secretary of the board shall actively assist the audit committee or the convening shareholders in holding extraordinary shareholders' meeting by themselves. The board of directors shall provide the register of shareholders on the record date. The register shall not be used for any purpose other than the holding of the shareholders' meeting.

**Article 19** The Bank shall bear the expenses arising from the holding of extraordinary shareholders' meeting by the audit committee or convening shareholders.

### **Section III Proposals of Shareholders' Meetings**

**Article 20** Proposals shall be specified for the subject matters to be discussed at a shareholders' meeting, and the meeting shall make resolutions on specific proposals.

**Article 21** The contents of proposals shall belong to the scope of authority of the shareholders' meeting, and shall have pronounced subject matters and detailed agenda items, and shall comply with laws, administrative regulations, regulatory documents and the Articles of Association of the Bank. The proposals shall be submitted or sent to the board of directors in writing.

**Article 22** The board of directors, the audit committee and the shareholders independently or jointly holding more than one percent (1%) of shares of the Bank shall have the right to submit proposals at the shareholders' meeting held by the Bank.

**Article 23** Shareholders independently or jointly holding more than one percent (1%) of shares of the Bank may submit written interim proposals to the board of directors 10 days before holding of a shareholders' meeting. The board of directors shall issue a supplementary notice of the shareholders' meeting within two (2) days upon receipt of the proposals, and submit the interim proposals to the shareholders' meeting for review. The contents in the interim proposals shall be within the function and power scope of the meeting of shareholders, and have clear topics and specific items to be decided.

Apart from the provisions set forth in the preceding paragraph, the convener shall neither modify the proposals nor add new proposals in the notice of the shareholders' meeting after issue of the notice.

The shareholders' meeting shall not vote or make resolutions on the proposals that are unlisted in the notice of the shareholders' meeting or inconsistent to the provisions of Article 21 hereof.

### **Section IV Notice of the Shareholders' Meetings**

**Article 24** When the Bank is to convene a shareholders' meeting, a written notice shall be sent prior to the meeting to inform the shareholders of the matters to be examined at the meeting and the date and place to convene the meeting. When the Bank is to convene an annual general meeting, a written notice shall be sent twenty (20) days prior to the meeting. When the Bank is to convene an extraordinary shareholders' meeting, a written notice shall be sent fifteen (15) days prior to the meeting. If the securities regulatory authority in the locality where the shares of the Bank are listed stipulates a longer notice time period, such stipulation shall prevail.

**Article 25** The notice of the shareholders' meeting shall meet the following conditions:

- (1) It is made in writing;
- (2) It shall indicate the venue, date and time of the meeting and determine the record date;
- (3) It shall state the subject matters to be discussed;



- (4) It shall provide shareholders with materials and explanations necessary for shareholders to make advisable decisions on the matters to be discussed; the principle shall include (but not limit to) that when the Bank proposes to merge, repurchase shares, restructure shares or conduct other restructuring, it shall provide the specific conditions and contracts (if any) for the proposed transactions, and explain in earnest the causes and consequence earnestly;
- (5) If any director, president or other senior management personnel has substantial interest in the matters to be discussed, the notice shall disclose the nature and degree of such interests; if the matters to be discussed have different influence on the director, president or other senior manager from on other shareholders of the same class, the notice shall explain the difference;
- (6) It shall include the full text of any special resolution to be adopted at the meeting;
- (7) It shall clearly state that any shareholder entitled to attend and vote at the meeting shall have the right to entrust one or more proxies to attend and vote on their behalf, and the proxy/proxies may not be shareholder(s);
- (8) It shall indicate when and where the power of attorney shall be sent.

**Article 26** The notice of the shareholders' meeting shall be delivered by hand or by pre-paid post to all shareholders (whether or not such shareholder possesses voting rights at the shareholders' meeting). The address of the recipient shall be the address registered in the register of shareholders. The notice of a shareholders' meeting may be in the form of an announcement.

The public notice mentioned in the preceding paragraph shall be published on the website of the stock exchange and media that meet the conditions stipulated by the securities regulatory authority of the State Council. Once it is published, all the shareholders shall be deemed to have received notice of the relevant shareholders' meeting.

**Article 27** The notice of the meeting of class shareholders shall be sent only to the shareholders entitled to vote at the meeting.

Except as otherwise provided, a class meeting shall be held by same procedures as those of the meeting as far as possible, and the terms hereof relating to the procedures for holding of relevant meetings shall apply to class meetings.

**Article 28** If the election of directors is to be discussed at the shareholders' meeting, the notice of the shareholders' meeting shall fully disclose the detailed information of the candidates for directors, which shall at least include the following contents:

- (1) Educational background, work experience, part-time jobs, and other personal data;
- (2) Whether they are related parties of the Bank or its controlling shareholder and actual controller;
- (3) Their shares in the Bank;
- (4) Whether they have been penalized by the CSRC and other relevant authorities, and the stock exchange.

**Article 29** After the said notice is issued, the shareholders' meeting shall not be deferred or cancelled, nor shall the proposals specified in the notice be ruled out,

without proper cause. In case of deferment or cancellation, the convener shall make an announcement and state the reasons at least two workdays prior to the original date of holding the meeting.

If a shareholders' meeting is postponed, the record date in the original notice for the shareholders entitled to attend the meeting shall not be changed.

## **Section V Attendance and Registration of the Shareholders' Meetings**

**Article 30** Shareholders' meetings in general are held on the spot.

Shareholders may attend in person or entrust other persons to attend shareholders' meetings and exercise the rights of voting on their behalf within the scope of authority.

**Article 31** Any shareholders entitled to attend and vote at the shareholders' meeting shall have the right to entrust one or several persons (who may not be shareholders) to act as their proxy to attend at the meeting and exercise the rights of voting on their behalf. The proxy/proxies shall exercise the following rights according to the entrustment of the shareholder:

- (1) Speak at the shareholders' meeting;
- (2) Require to vote by ballot on their own or jointly with other people;
- (3) When the voting right is allowed to be exercised by either show of hands or by ballot, in case more than one proxy is entrusted, the proxies can only exercise the right of voting by ballot.

**Article 32** Shareholders shall entrust proxies in writing, and the power of attorney shall be signed by the principal or the proxy entrusted by the principal in writing; if the principal is a legal entity or other institutions, the power of attorney shall be affixed with its common seal or signed by its director or legal representative or the proxy officially appointed.

If the shareholder is a legal entity or other institution, its legal representative or the people authorized by its board of directors or by the decision-making organ may attend the Bank's shareholders' meeting on behalf of the legal entity.

**Article 33** The proxy statement for voting shall be placed at the Bank or other places specified in the notice of the meeting 24 hours before the holding of the meeting on which relevant matters to be voted according to the proxy statement for voting is discussed, or 24 hours before the designated time of voting. If the principal entrusts other people to sign the proxy statement, the power of attorney or other authorization documents shall be notarized. The notarized power of attorney or other authorization documents, together with the proxy statement for voting, shall be deposited at the Bank or other places specified in the meeting notice.

**Article 34** Any blank power of attorney issued by the board of directors to shareholders for entrustment of proxies of shareholders, shall allow the shareholders to instruct proxies to cast vote in favor, against or abstain from voting, and make respective instructions on the voting of each subject matter to be discussed at the meeting.



**Article 35** If the principals have been dead or disabled, or have cancelled the entrustment or the authorization for the power of attorney, or have transferred their shares before the voting, the proxy's voting made according to the power of attorney shall remain valid as long as the Bank receives no written notice on the aforesaid matters before holding of relevant meetings.

**Article 36** The board of directors and other conveners shall take necessary measures to safeguard the normal order of the shareholders' meeting. The board of directors shall take measures to obstruct and report relevant departments to investigate in a timely manner for the acts of disturbing the shareholders' meeting, stirring up fights and causing trouble, or infringing upon shareholders' legitimate rights and interests.

**Article 37** All shareholders registered on the date of record or their proxies shall be entitled to attend the shareholders' meeting, to whom the Bank and the convener of the meeting shall not reject for any reason.

**Article 38** The preference shares do not entitle their holders to attend or vote at any shareholders' meeting of the Bank, unless the resolutions to be passed relate to any of the following:

- (1) Amendments to the Articles of Association of the Bank which relate to preference shares;
- (2) The reduction of the registered capital of the Bank by more than 10% (either separately or in aggregate);
- (3) Merger, division, dissolution or change of corporate form of the Bank;
- (4) Issuance of preference shares;
- (5) Other events specified in the Articles of Association of the Bank that will change or abrogate the rights of preference shareholders.

If the resolutions to be passed relate to any of the above, the notice to of a shareholders' meeting shall be given to preference shareholders in accordance with the notification procedures applicable to ordinary shareholders as specified in the Articles of Association of the Bank and the Rules hereof. The preference shareholders are entitled to vote at a separate class meeting with respect to the above matters and each preference share shall have one vote (preference shares held by the Bank do not entitle the Bank to vote).

Resolutions relating to the above matters shall be adopted by more than two thirds of votes held by ordinary shareholders present at the meeting (including preference shareholders with voting rights restored) and by more than two thirds of votes held by preference shareholders (excluding preference shareholders with voting rights restored). If a shareholders' meeting is convened for matters relating to the issuance of preference shares, the Bank shall provide online voting to shareholders.

**Article 39** Shareholders shall carry ID card or any other valid certificates that can certify their identity to attend the shareholders' meeting. The proxies shall also present the power of attorney and the certificates that can effectively certify their identity.

**Article 40** The convener and the lawyer shall jointly verify the legality of shareholder qualification based on the register of shareholders provided by the securities

registration institution; and record the shareholders' names and the number of voting shares held by them. The registration shall be terminated when the chairperson of the meeting announces the number of shareholders and proxies present at the meeting and the shares held by them.

**Article 41** Before holding of a shareholders' meeting, the chairperson of the meeting shall announce the number of shareholders and proxies present at the meeting and the shares held by these shareholders, which shall be subject to record of the meeting.

**Article 42** If the shareholders' meeting requests the directors and senior management personnel to attend the meeting, the directors and senior management personnel shall attend the meeting and accept the shareholders' questioning.

## **Section VI Holding of the Shareholders' Meetings**

**Article 43** The shareholders' meeting shall be presided by the chairperson. If the chairperson is unable to or fails to perform their responsibility, the vice chairperson shall preside. If the vice chairperson is unable to or fails to perform their responsibility, the meeting shall be presided over by one (1) director jointly elected by the majority of the directors.

If the shareholders' meeting is convened by the audit committee on its own discretion, the chairperson of the audit committee shall preside over the meeting; if the chairperson is unable to or fails to perform their responsibilities, the meeting is presided over by a member of the audit committee elected jointly by the majority of the members of the audit committee.

The shareholders' meeting convened by shareholders at their discretion shall be presided over by the conveners or their elected representative.

If a shareholders' meeting in process is discontinued by virtue of violation of these Rules by the meeting chairperson, the meeting may elect a chairperson to continue it upon approval of the shareholders present with the majority of the voting shares.

**Article 44** At the annual general meeting, the board of directors shall report to the meeting on its work performance over the past one year, and each independent director shall also make a report on their duties.

**Article 45** The meeting chairperson shall instruct relevant members of the board of directors and, the senior management to respond to or make explanations on the inquiries and suggestions raised by shareholders, except the Bank's business secrets that are forbidden to be disclosed at the meeting are involved.

**Article 46** The shareholders (or their proxies) present at the shareholders' meeting shall have the right to speak. The speech of the shareholders (or their proxies) shall observe the following regulations:

The shareholders requesting to deliver speeches shall register before or at the meeting and before the voting. The sequence of speech shall be consistent with that of the registration. The meeting chairperson may decide on the number of spokesmen and the time of their speeches in line with the conditions of the meeting. If shareholders (or their proxies) breach the above regulations, the meeting chairperson may reject or stop their speeches.

In review of a proposal, the directors, presidents and other senior managers present and any other person with the approval of the meeting chairperson may speak at the meeting.

## **Section VII Voting, Resolutions and Minutes of the Shareholders' Meetings**

**Article 47** Resolutions of the shareholders' meeting are divided into ordinary resolutions and special resolutions.

The ordinary resolutions adopted at a shareholders' meeting shall be approved by the shareholders (or their proxies) present at the meeting with the majority of the voting shares.

The special resolutions adopted at a shareholders' meeting shall be approved by the shareholders (or their proxies) present at the meeting with more than two thirds of the voting shares.

**Article 48** Resolutions on the following matters shall be adopted by general resolution by the shareholders' meeting:

- (1) election and replacement of relevant directors, and decision on matters concerning compensation of relevant directors;
- (2) work report of the board of directors;
- (3) annual financial budget proposal, final accounts, balance sheet, profits statement and other financial reports of the Bank;
- (4) examination and approval of changes in the way of using proceeds raised;
- (5) profit distribution and loss make-up plan of the Bank;
- (6) engagement and dismissal of the accounting firm that conducts periodic statutory audit of the financial accounting reports of the Bank;
- (7) matters other than those stipulated by laws, administrative regulations, regulatory documents, regulatory provisions and the Articles of the Bank that shall be adopted by special resolutions.

**Article 49** The following items shall be adopted by the shareholders' meeting by special resolutions:

- (1) increase or decrease of the Bank's registered capital;
- (2) merger, division, dissolution, liquidation or change of corporate form of the Bank;
- (3) issuance of corporate bonds or listing of the Bank;
- (4) purchase of the Bank's shares;
- (5) revision of the Articles of the Bank;
- (6) removal of an independent director;
- (7) examination and approval or authorization to the board of directors to approve the establishment and adjustment of legal persons, material merger and acquisition, material investment, material assets disposal and material guarantee and so on;

- (8) examination and approval of the share incentive plan;
- (9) other matters stipulated by laws, administrative regulations, regulatory documents, regulatory provisions and the Articles of the Bank, or deemed by the shareholders' meeting in a general resolution as it will have material impact on the Bank and require the adoption by a special resolution.

**Article 50** The Bank shall not alter or cancel class shareholders' rights unless it is approved by the affected class shareholders with special resolutions at the shareholders' meeting convened according to these Rules.

**Article 51** The following cases shall be deemed alteration or cancellation of the rights of a certain of class shareholders:

- (1) Increase or decrease the number of shares of a class, or increase or decrease the number of shares of other classes that enjoy the same or more voting rights, distribution rights or other privileges with shares of a class;
- (2) Convert whole or part of such class of shares into other classes, or convert whole or part of shares of other class into such shares of the class, or grant the right for such conversion;
- (3) Cancel or decrease the rights enjoyed by shares of such class in obtaining the existing or accumulated dividends;
- (4) Decrease or cancel the rights of priority enjoyed by shares of such class in obtaining dividends or the property allocation in liquidation of the Bank;
- (5) Increase, cancel or decrease the rights enjoyed by shares of such class in conversion of stock certificate, option, voting, transfer, priority in placement and obtaining of the Bank's securities;
- (6) Cancel or decrease the rights enjoyed by shares of such class in receipt of the Bank's accounts payable in specified currencies;
- (7) Establish new classes of shares that enjoy equal or more voting right, distribution right or other privileges with shares of such class;
- (8) Exercise or increase restriction on the transfer or ownership right of shares of such class;
- (9) Issue warrants for subscription or rights of share conversion for shares of such class or other classes;
- (10) Increase the rights and privileges for shares of other classes;
- (11) The Bank's restructuring plan may cause shareholders holding shares of different class to bear disproportional responsibilities in the restructuring;
- (12) Amend or nullify terms of this Chapter.

**Article 52** The class shareholders influenced, whether or not having voting right at original shareholders' meetings, shall have voting right on the matters specified in Items (2)-(8) and (11)-(12) of the preceding paragraph, but the shareholders with substantial interests therein shall have no voting right at the class meeting.

The shareholders with substantial interests mentioned in the preceding paragraph shall have the same meaning with the reference in the Articles of Association of the Bank.

**Article 53** Resolutions of the class meeting shall be approved by the shareholders present at the meeting with more than two thirds of the voting rights.

**Article 54** The following cases shall not be applicable to the special procedures for the voting at the class meeting:

- (1) Upon the approval of the shareholders' meeting with special resolutions, the Bank independently or jointly issues domestically-listed shares and overseas-listed shares at intervals of 12 months, provided that the numbers of domestically-listed shares and overseas-listed shares to be issued is not more than 20% of the total issued shares respectively;
- (2) The Bank's plan on the issue of domestically-listed and overseas-listed shares at the time of its establishment, which is completed within 15 months upon approval of the CSRC;
- (3) The promoters' shares in the Bank are converted into overseas-listed shares with approval of the securities approval authority as authorized by the CSRC and the State Council.

**Article 55** Any shareholder relating to the matters to be discussed at the shareholders' meeting shall withdraw from voting, and the voting shares held by him/her shall not be included into the total voting shares of the shareholders present at the meeting.

**Article 56** Pursuant to the Articles of Association of the Bank or the resolutions of the shareholders' meeting, the cumulative voting system can be applicable in voting on directors at the meeting. When the shareholders' meeting elects two (2) or more independent directors, the cumulative voting system shall be implemented.

The cumulative voting system herein refers to the system that every share shall represent the same number of voting rights identical to the number of directors to be elected at the shareholders' meeting, and the shareholders are allowed to exercise the voting rights collectively.

**Article 57** In voting at the shareholders' meeting, the shareholders (including their proxies) shall exercise the voting rights according to the number of voting shares, with each share representing one vote.

The shares held by the Bank shall enjoy no voting right, and such shares shall not be included in the voting shares of shareholders present at the meeting.

**Article 58** Unless voting by ballot is required according to relevant provisions of the securities regulatory authority in the listing place of the Bank, or the following persons require to vote by ballot before or after show of hands, the shareholders' meeting shall adopt the voting method of show of hands:

- (1) Meeting chairperson;
- (2) At least two shareholders with voting rights or at least two proxies of the shareholders with voting rights;

- (3) One or several shareholders (including proxies of shareholders) independently or jointly holding over 10% (inclusive of 10%) of the voting shares of all shareholders present at the meeting.

Unless some people require to vote by ballot, the meeting chairperson shall announce the review results of the proposals based on the results of voting by show of hands, and record the results in the minutes as the final basis, and he/she does not need to certify the number or proportion of votes in favor or against the resolutions at the meeting.

The requirement on voting by ballot may be cancelled by the applicant.

**Article 59** If the matter required to be voted by ballot involves the election of chairperson or suspension of the meeting, the voting by ballot shall be carried out without any delay; with respect to other matters required to be voted by ballot, the chairperson may decide the time voting by ballot is to be carried out. The meeting shall continue to discuss other matters, and the voting results shall be still deemed as resolutions adopted at such a meeting.

**Article 60** In the case of voting by ballot, shareholders (including their proxies) with two or more votes need not cast all their votes as affirmative, negative or abstained from voting.

**Article 61** Except for the cumulative voting system, the shareholders' meeting shall vote on all proposals one by one. If there are different proposals on the same subject matter, the shareholders' meeting shall put them to vote according to the sequence of the time when these proposals are submitted.

**Article 62** In review of a proposal, the shareholders' meeting shall not modify it, otherwise relevant modification shall be deemed as a new proposal and shall not be put to vote at the meeting.

**Article 63** The shareholders present at the shareholders' meeting shall express their opinions as below on the proposals put to vote: approval, disapproval or abstention.

The voter shall be deemed as abstention from voting for the blank, erroneous or unreadable ballots he/she casts or the failure to cast vote, and their shares in the Bank shall be regarded as "abstention" in the voting results.

**Article 64** Before voting on a proposal, the shareholders' meeting shall elect two representatives of shareholders to tally and supervise the vote. If a matter to be reviewed is related to a shareholder, the shareholder or its proxy shall not take part in vote counting and supervision.

When the shareholders' meeting puts one proposal to the vote, the lawyer and the representatives of shareholders shall be jointly responsible for vote counting and supervision.

**Article 65** The shareholders' meeting shall tally the vote on every proposal, and announce the voting results on the spot.

**Article 66** The shareholders' meeting shall form resolutions in writing. The meeting chairperson shall announce the resolutions of the shareholders' meeting according to the Articles of Association of the Bank and the voting results, and record them into the minutes.



**Article 67** If the chairperson of the meeting has any doubt about the voting result, they may count the votes. If the chairperson does not count the votes, and the shareholders or their proxies present at the meeting want to challenge the resolutions announced by the chairperson, they shall have the right to request for the counting of the votes immediately after the announcement, and the chairperson shall agree to count the votes immediately.

If vote counting is carried out at the shareholders' meeting, the counting results shall be recorded into the minutes.

**Article 68** A meeting of shareholders shall have its minutes that records the following contents:

- (1) time, place and agenda of the meeting, as well as the name of the convener;
- (2) names of the meeting chairperson and directors, president and other senior management personnel who attend the meeting as non-voting participants;
- (3) number of shareholders who attend the meeting in person or by proxy, the sum of voting shares held by such shareholders and the proportion of such shares in the Bank's total shares;
- (4) review process, key points of utterance and voting result of each proposal;
- (5) inquiries, opinions and suggestions of shareholders and the corresponding answers or explanations;
- (6) name of the lawyer, teller and counting witness;
- (7) other aspects that shall be included in the minutes in accordance with the provisions of laws, administrative regulations, regulatory documents and the Articles of Association of the Bank.

**Article 69** The minutes of a shareholders' meeting shall be signed by the directors, the board secretary, the convener or its representatives, and the meeting chair, who are present or present as nonvoting attendees at the meeting; and be kept together with the attendance register and power of attorney as the Bank's archives at the Bank's registered address.

**Article 70** Shareholders may inspect the copy of the minutes free of charge during the Bank's working hours. When any shareholder requests the Bank to provide the copy of any minutes, the Bank shall send out the copy within 7 days after receiving the fee that is reasonably charged of the request.

**Article 71** Any resolution of the Bank's shareholders' meeting, if in violation of any law or administrative regulation, shall be deemed as void and invalid.

In case the convening procedure and/or voting method of a shareholders' meeting breaches laws, administrative regulations or the Articles of Association of the Bank, or in case the contents of the meeting's resolution violate the Articles of Association of the Bank, shareholders may request the people's court to revoke the resolution within 60 days from the date of passing the resolution. Except that, this shall not apply where there are only minor flaws in the convening procedures or voting methods of the shareholders' meeting which have no substantial impact on the resolution.

If the board of directors, shareholders, or other relevant parties have disputes over the validity of resolutions adopted by the shareholders' meeting, they shall promptly file a lawsuit with the people's court. Before the people's court makes a judgment or ruling such as revoking a resolution, the relevant parties shall implement the resolution of the shareholders' meeting. The Bank, directors, and senior management personnel shall earnestly perform their duties to ensure the normal operation of the Bank.

If the people's court makes a judgment or ruling on relevant matters, the Bank shall fulfill its information disclosure obligations in accordance with laws, administrative regulations, rules and regulatory requirements, fully explain the impact, and actively cooperate with the execution after the judgment or ruling takes effect. Matters involving the correction of previous issues shall be handled promptly and the corresponding information disclosure obligations shall be fulfilled.

## **Chapter IV      Adjournment**

**Article 72** The convener shall ensure that a shareholders' meeting is being held smoothly without being interrupted until the final resolution is agreed upon. In case the shareholders' meeting is suspended or prevented from making the final resolution due to special reasons include force majeure, the convener shall take necessary measures to resume the meeting as soon as possible or to directly terminate the meeting, and publish a timely announcement. In the meantime, the convener shall submit a report thereof to the local office of China Securities Regulatory Commission and the stock exchange in the place of the Bank.

**Article 73** If during a meeting, conflicts arising among the shareholders present (including shareholder proxies) on the identity of shareholders present and the counting result, cannot be resolved on the spot, for which reason the shareholders' meeting is disturbed and interrupted, the shareholders' meeting chairperson shall announce the adjournment for the time being.

After the above-mentioned situation disappears, the shareholders' meeting chairperson shall send a notice of resumption to each of the shareholders.

## **Chapter V      Post-meeting Matters**

**Article 74** Resolutions of the shareholders' meeting shall be published in an announcement, which shall indicate the number of participating shareholders and proxies, the sum of voting shares held by the shareholders, the proportion of such shares in the Bank's total shares, voting method, voting result of each proposal and the relevant contents of each resolution adopted.

The Bank shall separately summarize and publish the attendance of meetings by shareholders holding domestically listed shares and by shareholders holding overseas listed shares.

**Article 75** If a proposal is not adopted at a shareholders' meeting, or if the shareholders' meeting changes the resolution passed at the previous shareholders' meeting, a special reminder thereof shall be made in the announcement of resolutions of the shareholders' meeting.

**Article 76** Resolutions, minutes and other relevant materials of the shareholders' meeting shall be provided to or filed with the relevant departments, if the provision or filing is so required by relevant laws, administrative regulations, regulatory documents or the rules of the securities regulatory bodies or stock exchange in the Bank's listing place.

**Article 77** When a shareholders' meeting adopts a proposal on distribution in cash or stock dividend or capitalization of capital surplus, the Bank shall implement the specific plan thereof within two months after the meeting is closed.

**Article 78** Written materials of a shareholders' meeting such as the attendance sheet, power of attorney, counting results of votes, minutes, and legal opinions from the lawyers as witness shall be kept by Secretary of the board of directors in accordance with the Bank's archive management system.

**Article 79** For confidential information in relation to the shareholders' meetings, the participants and other persons who have access to such information shall keep confidential such information. The Bank preserves the right to investigate the responsibilities and liabilities in accordance with relevant laws and regulations for breach of such confidentiality.

## **Chapter VI Supplementary Provisions**

**Article 80** Unless otherwise specified, the terms used herein shall have the same meaning with their references in the Articles of Association of the Bank.

**Article 81** The formulation and amendment of these Rules shall be submitted to the shareholders' meeting for decision after being reviewed by the board of directors.

**Article 82** If there are any matters which are not dealt with in these Rules or there are any matters in these Rules which are inconsistent with any law, administrative regulation, regulatory documents or the Articles of Association of the Bank, the law, administrative regulation, regulatory documents or the Articles of Association of the Bank shall prevail.

**Article 83** Unless otherwise stipulated in the Rules, the references "more than", "at least" and "before" hereunder shall all include the number immediately following them; the references "more than", "less than", "below" shall exclude the number immediately following them.

**Article 84** Interpretation of these Rules shall be vested with the board of directors.