

## NOTIFICATION LETTER 通知信函

9 November 2021

Dear Shareholders,

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

### - Publication of the Supplemental Circular on the Second Extraordinary General Meeting of 2021 of the Bank to be held on 25 November 2021 and the related Supplemental Proxy Form (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](http://www.icbc-ltd.com) and the HKEXnews website at [www.hkexnews.hk](http://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<sup>(Note)</sup> 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](mailto:icbc.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Bank's website at [www.icbc-ltd.com](http://www.icbc-ltd.com) or the HKEXnews website at [www.hkexnews.hk](http://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 2021 of the Bank to be held on 25 November 2021, please download the Supplemental Proxy Form from the Bank's website, and complete, sign and deposit the Supplemental Proxy Form at the H Share Registrar following the instructions as provided in the Notes to the Supplemental Proxy Form. Please note that the Supplemental Proxy Form is for the purpose of the supplemental resolution(s) set out in the Supplemental Notice of the Second Extraordinary General Meeting of 2021 of the Bank dated 9 November 2021 and only serves as a supplement to the original proxy form for the Second Extraordinary General Meeting of 2021 of the Bank.

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](mailto: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) the 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 2021 年 11 月 25 日舉行之 2021 年第二次臨時股東大會補充股東通函及相關補充代表委任表格（「本次公司通訊」）之發佈通知

本次公司通訊的中、英文版現已登載於本行網站（[www.icbc-ltd.com](http://www.icbc-ltd.com)）及香港交易所「披露易」網站（[www.hkexnews.hk](http://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<sup>(附註)</sup>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](mailto:icbc.ecom@computershare.com.hk)。變更申請表亦可於本行網站（[www.icbc-ltd.com](http://www.icbc-ltd.com)）或香港交易所「披露易」網站（[www.hkexnews.hk](http://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 2021 年 11 月 25 日舉行之 2021 年第二次臨時股東大會及於會上代為投票，請於本行網站下載補充代表委任表格，並根據補充代表委任表格內附註之指示填寫、簽署，及將補充代表委任表格送達本行 H 股證券登記處。請注意補充代表委任表格為日期為 2021 年 11 月 9 日的本行 2021 年第二次臨時股東大會補充通知所載列的補充決議案而適用，僅對本行 2021 年第二次臨時股東大會適用的原有代表委任表格作出補充。

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](mailto:icbc.ecom@computershare.com.hk)。

中國工商銀行股份有限公司  
董事會

二零二一年十一月九日

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。

