



(a joint stock company incorporated in the People's Republic of China with limited liability)
(Stock Code: 3988)

Dear H-Share Holders,

Means of Receipt and Language of the Bank's Periodic Reports

At the Extraordinary General Meeting of Bank of China Limited (the "Bank") held on 23 March 2009, the shareholders of the Bank (the "Shareholders") approved the Bank to supply future periodic reports (i.e. Annual Report, Interim Report and Quarterly Report, if applicable) of the Bank (the "Periodic Reports") to the Shareholders by making them available on the Bank's own website (www.boc.cn) (the "Bank's Website"). The Bank's Website presents a user-friendly interface in both simplified and traditional Chinese, as well as English, and all Periodic Reports are easily accessible on the "Investor Relations" page following their releases.

As an environment-conscious corporate citizen, the Bank encourages its Shareholders to access its Periodic Reports via the Bank's Website. The reduction in the costs of administration, printing and postage of the Periodic Reports will not only benefit the Bank, but is ultimately in the interest of the Shareholders. Website publication will also increase efficiency in distribution of Periodic Reports to the Shareholders.

In accordance with the relevant rules, we hereby write for your view on receiving the Periodic Reports via the Bank's Website.

Means of Receipt of the Periodic Reports

You may elect to access the Periodic Reports of the Bank via the Bank's Website or by receiving the printed copies.

If you wish to access the Periodic Reports via the Bank's Website, you do not need to take any action in response to this letter. **If we do not receive a response from you within the period of 28 days (until 20 April 2009) beginning with the date of this letter, you will be deemed to have agreed that the Bank may supply the Periodic Reports to you via the Bank's Website henceforth.**

If you wish to continue to receive printed versions of the Periodic Reports, please return the Reply Form enclosed to this letter to the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited, at Rooms 1806-1807, 18th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

Notifications on availability of Periodic Reports on the Bank's Website

If you consent to the supply by the Bank of the Periodic Reports via the Bank's Website, and when any future Periodic Report is made available on the Bank's Website, the Bank will send you a notification by post.

Change of your choice of means of receipt of the Periodic Report

Should you encounter any difficulty in accessing the Periodic Reports posted on the Bank's Website, you may request a printed version of the Periodic Report free of charge at any time by writing to the Bank's H-Share Registrar or sending the Bank an email to boc.ecom@computershare.com.hk.

You are also entitled to change your choice of means of receipt and language of the Periodic Reports at any time by reasonable notice in writing to the Bank's H-Share Registrar to the address indicated above or by email to boc.ecom@computershare.com.hk.

We highlight that, you will still receive the other corporate communication materials of the Bank by the means you have previously elected or by the means in accordance with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

Should you have any queries in relation to this letter, please call the Bank's telephone hotline at (852) 2862 8633 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays.

Yours sincerely,

Bank of China Limited
March 24, 2009



致H股股東：

選擇收取定期報告的方式及語言文本

中國銀行股份有限公司(「本行」)於2009年3月23日召開了臨時股東大會，本行股東審議批准本行可採用網站登載方式向H股股東提供本行的定期報告(包括年度報告、中期報告及季報(如適用))，具體披露定期報告的本行網站為www.boc.cn。本行網站使用方便，包括中文繁體、中文簡體、英文三個版本，所有定期報告均可在本行網站中“投資者關係”頁面及時索取。

為積極履行本行保護環境的社會責任，本行鼓勵股東通過網站瀏覽方式收取本行定期報告。由此節約的管理費、印刷費和郵寄費不僅有利於本行，也符合本行股東的最終利益。同時，通過網站瀏覽方式還可以提高向股東發送定期報告的效率。

依照要求，本行現致函 閣下，徵求 閣下對以網站瀏覽方式索取本行定期報告的意見。

對收取定期報告的選擇

閣下可以選擇通過本行網站瀏覽方式或收取本行定期報告之印刷版本方式獲得本行的定期報告。

倘 閣下選擇通過本行網站瀏覽本行定期報告，則 閣下無需對此信函採取任何行動。倘若本行於寄發此信函後**28天**(即**2009年4月20日之前**)仍未收到 閣下的回條，則 閣下將被視為已同意只以網站瀏覽方式收取本行的定期報告。

倘 閣下希望繼續收取本行定期報告之印刷版本，則 閣下須填妥本信函所附回條並寄回本行H股股份過戶登記處，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18樓1806-1807室。

有關定期報告已在本行網上刊發的通知信函

倘 閣下同意通過網站瀏覽方式收取本行定期報告，則本行在發佈定期報告並上載於本行網站的同時，將會向 閣下寄送有關定期報告已在本行網上刊發的通知信函。

改變收取本行定期報告的方式

倘 閣下因任何理由以致在收取或接收載於本行網址上的定期報告出現困難， 閣下有權隨時通過書面通知本行之H股股份過戶登記處，或向本行發送電郵(地址為boc.ecom@computershare.com.hk)向本行免費索取本行定期報告的印刷版本。

閣下亦有權隨時發出合理時間的書面通知予本行之H股股份過戶登記處之以上地址，或以電郵方式發送通知至boc.ecom@computershare.com.hk，要求更改收取定期報告之語言版本及收取方式。

本行仍將按照 閣下之前所選擇的語言文本或依照《香港聯合交易所有限公司證券上市規則》規定向 閣下奉上其他公司通訊。

倘 閣下對此信函有任何疑問，請在辦公時間(星期一至星期五上午9時至下午6時，香港公眾假期除外)致電本行熱線(852) 2862 8633。

此致！

中國銀行股份有限公司
2009年3月24日

Reply Form 回條

To: **Bank of China Limited ("Bank") (Stock Code: 3988)**
c/o Computershare Hong Kong Investor Services Limited
Rooms 1806-1807, 18th Floor, Hopewell Centre,
183 Queen's Road East, Wanchai, Hong Kong

致：中國銀行股份有限公司(「本行」)(股份代號：3988)
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18樓1806-1807室

I/We would like to receive the Periodic Reports* of the Bank in the manner as indicated below:

本人/我們希望以下列方式收取 本行之定期報告*：

(Please mark ONLY ONE (X) of the following boxes)

(從下列選擇中，請僅在其中一個空格內劃上「X」號)

- to read the **Website version** of all future Periodic Reports published on the Bank's website (www.boc.cn) in place of receiving printed copies; and receive a notification letter in relation to the publication of Periodic Reports on website; **OR**
瀏覽在本行網站(www.boc.cn)發表之定期報告網上版本，以代替印刷本，並收取有關定期報告已在網上刊發的通知信函；或
- to receive the **printed English version** of all future Periodic Reports ONLY; **OR**
僅收取定期報告之英文印刷本；或
- to receive the **printed Chinese version** of all future Periodic Reports ONLY; **OR**
僅收取定期報告之中文印刷本；或
- to receive both printed **English and Chinese versions** of all future Periodic Reports.
同時收取定期報告之英文及中文印刷本。

Signature:

簽名： _____

Contact telephone number:

聯絡電話號碼： _____

Date:

日期： _____

Notes / 附註：

- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
- If the Bank does not receive this Reply Form or receive a response indicating objection from you by 20 April 2009, you are deemed to have consented to website communication only, which means that all future Periodic Reports will be sent or supplied to you through the Bank's website (www.boc.cn) and the Bank will send you a notification letter in relation to the publication of the Periodic Reports on website.
倘若本行於2009年4月20日仍未收到 閣下的回條或表示反對的回覆，閣下將被視為已同意只以網上方式收取定期報告，這代表所有定期報告將透過本行網站(www.boc.cn)向 閣下發送或提供，及本行會向 閣下寄發有關定期報告已在網上刊發的通知信函。
- 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 this Reply Form in order to be valid.
如屬聯名股東，則本回條須由本行的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。
- The above instruction will apply to all future Periodic Reports to be sent to you until you notify otherwise by reasonable notice in writing to the Bank c/o the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited, Rooms 1806-1807, 18th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, or by email to boc.ecom@computershare.com.hk.
上述指示適用於將來寄發予 閣下之所有定期報告，直至 閣下發出合理時間的書面通知予本行之H股股份過戶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18樓1806-1807室，或以電郵方式發送通知boc.ecom@computershare.com.hk另作選擇為止。
- Shareholders are entitled to change the choice of means of receipt and language of the Bank's Periodic Reports at any time by reasonable notice in writing to the Bank c/o the Bank's H-Share Registrar at the address indicated above, or by email to boc.ecom@computershare.com.hk.
股東有權隨時發出合理時間的書面通知予本行之H股股份過戶登記處其以上地址，或以電郵方式發送通知到boc.ecom@computershare.com.hk，要求更改收取定期報告之語言版本及方式。
- The Bank takes all reasonable precautions to ensure no viruses are present in any electronic communication it publishes or sends out, but it cannot accept responsibility for loss or damage arising from the opening or use of any email or attachments from the Bank. The Bank recommends that all electronic communications received by shareholders are subject to virus checking procedures prior to use.
本行採取一切合理的預防措施以確保其發表或發送的任何電子資訊不存在病毒。本行對於因打開或使用其任何電子郵件或附件而造成的損失或損害概不負責。本行建議股東在使用接收的電子資訊前對其進行病毒檢查。

* Periodic Reports include the Bank's annual report, interim report or quarterly report, if applicable.
定期報告包括本行的年度報告、中期報告或季度報告(如適用)。

閣下寄回此回條時，請將郵寄
標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

Please cut the mailing label and stick this on
the envelope to return this Reply Form to us.

No postage stamp necessary if posted in Hong Kong.

郵寄標籤 MAILING LABEL

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