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SPECIAL ARRANGEMENTS AND PRECAUTIONARY MEASURES FOR 2021 ANNUAL GENERAL MEETING

Reference is made to the circular (the “**Circular**”) and the notice of the annual general meeting (the “**AGM**”) of the Company both dated 14 April 2021 in relation to the AGM to be held on Monday, 17 May 2021 at 2:00 p.m. at Grand Ballroom, The Lobby Floor, Grand Hyatt Hong Kong, 1 Harbour Road, Wan Chai, Hong Kong (the “**Meeting Venue**”). Unless otherwise stated, capitalised terms used herein shall have the same meanings as those defined in the aforesaid documents.

Limiting Physical Attendance at the AGM

In the interest of the health and safety of the shareholders attending the AGM during the current COVID-19 situation and taking into consideration the various social distancing measures as strongly advised by the HKSAR Government, the Company has reviewed the space available at the Meeting Venue and has decided to limit physical attendance at the AGM to 100 shareholders who will be accommodated in partitioned areas, with the number of persons in each area not more than 20 as prescribed by the HKSAR Government and in full force and effect as at the date of this announcement.

For shareholders who would like to physically attend the AGM (in person or by proxy), the arrangements set out in paragraphs (A) to (D) below will apply:

(A) Pre-registration

Shareholders should register their interest in physically attending the AGM (in person or by proxy) by providing the following details via email to 2021agm@bochk.com during the period beginning at 9:00 a.m. on 30 April 2021 and ending at 5:00 p.m. on 6 May 2021:

- (1) Full name of the shareholder (in English)
- (2) Capacity:
 - (a) Registered shareholder (i.e. shares are registered in the name of the shareholder); **OR**
 - (b) Non-registered shareholder (i.e. shares are registered in the name of an intermediary; for example, a bank, a trustee or a securities broker)
- (3) Contact phone number

(B) Basis of allocation

If more than 100 pre-registrations are received from the shareholders, a ballot will be conducted to determine which shareholders will be permitted to physically attend the AGM.

(C) Notification

Shareholders who have been allocated the right of admission to the Meeting Venue will be notified individually by email on or before 10 May 2021. No notification will be sent to those shareholders who are not successful in the ballot.

(D) Points to note by shareholders who are successful in the ballot

For **registered shareholders** who receive a confirmation email that their pre-registration is successful and who wish to appoint a proxy to attend the AGM on their behalf, they should complete and return the proxy form for the AGM (if they have not yet done so) to the registered office of the Company at 53rd Floor, Bank of China Tower, 1 Garden Road, Hong Kong, or by sending to the Company's share registrar via email to bochk.eproxy@computershare.com.hk, as soon as possible but in any event no later than 2:00 p.m. on Friday, 14 May 2021.

For **non-registered shareholders** who receive a confirmation email that their pre-registration is successful, they should arrange to seek authorisation from their intermediary directly (if they have not yet done so) before any relevant deadline as prescribed by the intermediary in order for them to attend and vote at the AGM.

Registered shareholders (or their validly appointed proxies) and non-registered shareholders (with valid authorisation from their intermediary) will be required to provide the abovementioned confirmation email at the registration counter of the Meeting Venue and to go through the usual shareholder registration and verification procedures on the day of the AGM.

Recommendation to Vote by Appointing Chairman of the AGM as Proxy

The Company would like to remind shareholders that physical attendance at the AGM is not necessary for the purpose of exercising their voting rights and strongly recommends shareholders to appoint the chairman of the AGM as proxy to vote and watch the live webcast of the AGM via www.bochk.com/en/aboutus/ir/meetings.html as previously advised in the Circular. If shareholders have any questions relating to the resolutions to be proposed at the AGM, they are encouraged to submit their questions in advance via email to 2021agm@bochk.com during the period beginning at 9:00 a.m. on 30 April 2021 and ending at 5:00 p.m. on 13 May 2021. The Company will arrange to answer as many relevant questions as possible at the AGM.

Shareholders who have already appointed a person other than the chairman of the AGM as proxy may now choose to appoint the chairman of the AGM as proxy to ensure that their votes are cast. For shareholders who are not successful in the pre-registration are also encouraged to exercise their voting rights by submitting the completed proxy form for the AGM by 2:00 p.m. on Friday, 14 May 2021 to appoint the chairman of the AGM as proxy or, in the case of non-registered shareholders, by giving voting instructions to the intermediary by any relevant deadline as prescribed by the intermediary.

Precautionary Measures for the AGM

Shareholders who are successful in the pre-registration and attend the AGM in person (or by proxy) are reminded to observe and note the following precautionary measures which will be implemented at the AGM:

- (1) Each attendee will be assigned a designated seating area to facilitate contact tracing. Company staff and representatives at the Meeting Venue will assist with crowd control and queue management to ensure appropriate social distancing.
- (2) Compulsory body temperature checks will be conducted before any attendee will be admitted to the Meeting Venue. Any person with a body temperature of over 37.3 degrees Celsius or who has any flu-like symptoms or is otherwise apparently unwell will not be admitted to the Meeting Venue.
- (3) Each attendee will be required to (a) submit a signed and completed health declaration form (the “**Form**”); and (b) scan the “LeaveHomeSafe” venue QR code or register with the hotel his/her name, contact phone number and the date and time of visit prior to being admitted to the Meeting Venue. Please bring along the completed Form to the Meeting Venue to ensure smooth registration and verification processing. Any person who responds positively to any of the questions asked in the Form may not be admitted to the Meeting Venue. The Form can be downloaded from the Company’s website at www.bochk.com.
- (4) Each attendee will be required to wear a surgical face mask prior to admission to the Meeting Venue and throughout the AGM. Please note that no masks will be provided at the Meeting Venue and attendees should bring and wear their own masks.
- (5) **There will be no distribution of corporate gift and refreshment for attendees.** The Company has enhanced the arrangement by making charitable donations to The Community Chest Anti-NCP Rainbow Fund in order to help people in need.

(6) Physical attendance at the AGM by the Directors and the Senior Management of the Company will be limited, and they will participate through electronic means. The proceedings of the AGM will focus on the proposed resolutions with a view to minimising crowd gathering time in an enclosed environment.

In light of the precautionary measures mentioned above, attendees are advised to arrive at the Meeting Venue well in advance of the meeting time to allow sufficient time for the registration and verification procedures. Attendees are requested to observe and practise good personal hygiene at all times at the Meeting Venue. Anyone who declines to adhere to any of the precautionary measures or cooperate with the staff of the hotel or the Company may be denied entry into or requested to leave the Meeting Venue.

Depending on the public health requirements and guidelines at the time of the AGM, additional measures affecting physical attendance may be implemented by the Company at short notice. Shareholders are advised to check the Company's website for further announcements and updates on the meeting arrangements that may be issued.

By Order of the Board
LUO Nan
Company Secretary

Hong Kong, 29 April 2021

As at the date of this announcement, the Board comprises Mr. LIU Liange (Chairman), Mr. SUN Yu (Vice Chairman and Chief Executive), Mr. LIN Jingzhen*, Madam CHENG Eva**, Dr. CHOI Koon Shum**, Mr. KOH Beng Seng**, Mr. LAW Yee Kwan Quinn** and Mr. TUNG Savio Wai-Hok**.*

* *Non-executive Directors*

** *Independent Non-executive Directors*