



中國工商銀行股份有限公司

INDUSTRIAL AND COMMERCIAL BANK OF CHINA LIMITED

(於中華人民共和國註冊成立的股份有限公司)

(a joint stock limited company incorporated in the People's Republic of China with limited liability) (股份代號: Stock Code: 1398)

NOTIFICATION LETTER 通知信函

12 November 2011

Dear Non Registered Holders ⁽¹⁾,

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

- Publication of the Supplemental Circular on the Extraordinary General Meeting of the Bank to be postponed to 29 November 2011 (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's 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 "Name of document" under "Announcements" and viewing the document through Adobe® Reader® or browsing through the HKExnews's website.

If you would like to receive a printed version of the Current Corporate Communication, please complete the 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 Request Form (a stamp is not needed if posted in Hong Kong). The address of the H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

Should you have any queries relating to any of the above matters, please call the Bank's 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: (1) This letter is addressed to Non Registered Holders of the shares of the Bank ("Non Registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Bank from time to time through Hong Kong Securities Clearing Company Limited that he/she/it wishes to receive corporate communications). If you have sold or transferred all your shares in the Bank, please disregard this letter and the Request Form on the reverse side.

各位非登記持有人⁽¹⁾：

中國工商銀行股份有限公司（「本行」）

-將延期至 2011 年 11 月 29 日舉行之臨時股東大會補充股東通函（「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「最新公告」項下選擇「通訊文件名稱」並使用 Adobe® Reader® 開啓查閱本次公司通訊，或在香港交易所披露易網站瀏覽該等文件。

如 閣下欲收取本次公司通訊之印刷本，請填妥在本函背面的申請表格，並使用申請表格下方的郵寄標籤（如在香港投寄則無需貼上郵票），寄回本行經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。

閣下如對本函內容有任何疑問，請致電本行電話熱線(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**

二零一一年十一月十二日

附註：(1) 此函件乃向本行之非登記持有人發出（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，其透過香港中央結算有限公司不時向本行發出通知，希望收到本行之公司通訊）。如果 閣下已經出售或轉讓所持有之所有本行股份，則無需理會本函件及所附申請表格。

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Name(s) and Address of Non Registered Holder(s):
非登記持有人之姓名及地址:

Request Form 申請表格

To: **Industrial and Commercial Bank of China Limited**
(the “Bank”) (Stock Code: 1398)
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）
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 would like to receive the Corporate Communication* of the Bank in the manner as indicated below:
本人／我們希望以下列方式收取 貴行之公司通訊*：

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

- ☐ to receive the **printed English version** of all Corporate Communication ONLY; **OR**
僅收取公司通訊之英文印刷本；或
- ☐ to receive the **printed Chinese version** of all Corporate Communication ONLY; **OR**
僅收取公司通訊之中文印刷本；或
- ☐ to receive both **printed English and Chinese versions** of all Corporate Communication.
同時收取公司通訊之英文及中文印刷本。

Contact telephone number
聯絡電話號碼

Signature(s)
簽名

Notes 附註：

- IMPORTANT: The above instructions will apply to the Current Corporate Communication as well as all Corporate Communication* of the Bank to be sent to you in the future until you notify to the Bank c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have holdings in the Bank.**
重要提示：上述指示將同時適用於本次公司通訊以及本行日後發送予閣下之所有公司通訊*，直至閣下通知本行之H股證券登記處香港中央證券登記有限公司另外之安排或任何時候停止持有本行的股份。
- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
- This letter is addressed to Non Registered Holders (“Non Registered Holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Bank from time to time through Hong Kong Securities Clearing Company Limited that he/she/it wishes to receive Corporate Communication of the Bank).
此函件乃向本行之非登記持有人發出（“非登記持有人”指股份存放於中央結算及交收系統的人士或公司，其透過香港中央結算有限公司不時向本行發出通知，希望收到本行之公司通訊）。
- 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。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form.
為免存疑，任何在本申請表格上的額外手寫指示，本行將不予處理。

* 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 are not limited to (a) the annual report; (b) any interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

* 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) 任何中期報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 委任代表表格。

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郵寄標籤 MAILING LABEL

閣下寄回此申請表格時，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 Request Form to us.
No postage stamp necessary if posted in Hong Kong.

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