

## NOTIFICATION LETTER 通知信函

6 January 2012

Dear Shareholders,

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

### **- Publication of the Circular on the Extraordinary General Meeting of the Bank to be held on 23 February 2012, the related Proxy Form and Reply Slip (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 "Name of document" 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 Communication <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 Extraordinary General Meeting of the Bank to be held on 23 February 2012, please download the Proxy Form from the Bank's website, and complete, sign and deposit the Proxy Form at the H Share Registrar following the instructions as provided in the Notes to the Proxy Form.

For those Shareholders who intend to attend the Extraordinary General Meeting of the Bank to be held on 23 February 2012 in person or by proxy, please download the Reply Slip from the Bank's website, and complete, sign and return the Reply Slip to the Bank or the H Share Registrar following the instructions as provided in the Notes to the Reply Slip.

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](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 are not limited to (a) the annual report; (b) any 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 2012 年 2 月 23 日舉行之臨時股東大會股東通函、相關委任代表表格及回執（「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](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「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。

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 2012 年 2 月 23 日舉行的臨時股東大會及於會上代為投票，請於本行網站下載委任代表表格，並根據委任代表表格內附註之指示填寫、簽署，及將委任代表表格送達本行 H 股證券登記處。

股東如欲親身或委任代表出席本行於 2012 年 2 月 23 日舉行的臨時股東大會，請於本行網站下載回執，並根據回執內附註之指示填寫、簽署，及將回執送達本行或 H 股證券登記處。

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

**中國工商銀行股份有限公司  
董事會**

二零一二年一月六日

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

