

**BOC AVIATION LIMITED  
PROCEDURES FOR SHAREHOLDERS TO MAKE PROPOSAL  
AT A GENERAL MEETING**

The following summarises the procedure for shareholders to make any proposals at shareholders' meetings.

The following shareholders are entitled to put forward a proposal (which may properly be put to the meeting) for consideration at a general meeting of BOC Aviation Limited (the "**Company**"):

- (a) any number of shareholders representing not less than 5.0% of the total voting rights of all the shareholders having at the date of requisition a right to vote at a meeting to which the requisition relates; or
- (b) not less than 100 shareholders holding shares on which there has been paid up an average sum, per shareholder, of not less than S\$500 or its equivalent.

The shareholders who satisfy the requirement of either (a) or (b) above may requisition the Company to give to shareholders entitled to receive notice of the next annual general meeting notice of any resolution which may properly be moved and is intended to be moved at that meeting, and circulate to shareholders entitled to have notice of any general meeting any statement of not more than 1,000 words with respect to the matter referred to in any proposed resolution or the business to be dealt with at that meeting. Such requisition must be signed by the requisitionist(s) and deposited at the registered office of the Company (8 Shenton Way #18-01, Singapore 068811).

A requisition to include a resolution for consideration at a general meeting must be deposited at the registered office of the Company at least six weeks before the general meeting. If a requisition does not require notice of a resolution, it must be deposited at the registered office of the Company at least one week before the general meeting.

The Company would take appropriate actions and make necessary arrangements, and the requisitionist(s) concerned would be responsible for the expenses incurred in giving effect thereto in accordance with the requirements under section 183 of the Companies Act (Cap. 50 of Singapore) once valid documents are received.