

 **BOC AVIATION**
BOC AVIATION LIMITED
中銀航空租賃有限公司*

(Incorporated in the Republic of Singapore with limited liability)
(Stock Code: 2588)

16 April 2020

Dear Non-registered holder(s) ⁽¹⁾,

BOC Aviation Limited (the "Company")
- 2019 Annual Report

Please be informed that the English and Chinese versions of the Company's 2019 Annual Report are available on the Company's website at www.bocaviation.com and the HKExnews' website at www.hkexnews.hk.

If you want to receive a printed version of the Company's 2019 Annual Report, please mark (X) in the appropriate box on the enclosed request form, sign and return it to the Company c/o the Company's Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong by using the mailing label (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The request form may also be downloaded from the Company's website at www.bocaviation.com or the HKExnews' website at www.hkexnews.hk.

If you have any queries relating to any of the above matters, please contact the service hotline of the Company's Hong Kong Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

By order of the Board
BOC Aviation Limited
Zhang Yanqiu Juliana
Company Secretary

Note : (1) 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 Company from time to time through Hong Kong Securities Clearing Company Limited to receive corporate communications of the Company). If you have sold or transferred your shares in the Company, please disregard this letter and the enclosed request form.

* For identification purpose only

各位非登記持有人⁽¹⁾：

中銀航空租賃有限公司（「本公司」）
- 2019 年年度報告

謹通知閣下本公司的 2019 年年度報告的中、英文版本已載列於本公司網站（www.bocaviation.com）及香港交易所披露易網站（www.hkexnews.hk），歡迎瀏覽。

如閣下欲收取本公司 2019 年年度報告之印刷本，請閣下在隨本函附上的申請表格上適當的空格內劃上「X」號及簽署，並使用隨附之郵寄標籤寄回本公司香港股份過戶登記處，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 17M 樓（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）。申請表格亦可於本公司網站（www.bocaviation.com）或香港交易所披露易網站（www.hkexnews.hk）內下載。

如閣下對本函內容有任何疑問，請於辦公時間內（星期一至星期五上午 9 時正至下午 6 時正，香港公眾假期除外）致電本公司香港股份過戶登記處熱線（852）28628688 查詢。

承董事會命
中銀航空租賃有限公司
張燕秋
公司秘書

2020 年 4 月 16 日

附註：(1) 此函件乃向本公司之非登記持有人（「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，透過香港中央結算有限公司不時向本公司發出通知，希望收到本公司的公司通訊）發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及所附申請表格。

* 僅供識別



Request Form 申請表格

To: **BOC Aviation Limited (the "Company")**
(Stock Code: 2588)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East
Wan Chai, Hong Kong

致: 中銀航空租賃有限公司 (「本公司」)
(股份代號: 2588)
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 Communications* of the Company ("Corporate Communications") in the manner as indicated below:
本人/我們希望以下列方式收取 貴公司之公司通訊文件* (「公司通訊文件」):
(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**
僅收取公司通訊文件之英文印刷本; 或
- to receive the **printed Chinese version** of all Corporate Communication **ONLY**; **OR**
僅收取公司通訊文件之中文印刷本; 或
- to receive both **printed English and Chinese versions** of all Corporate Communication.
同時收取公司通訊文件之英文及中文印刷本。

Name(s) of Non-registered holder(s)#
非登記持有人姓名#

Date
日期

(Please use **ENGLISH BLOCK LETTERS** 請用英文正楷填寫)

Non-registered holder(s) registered address
非登記持有人的登記地址

Contact telephone number
聯絡電話號碼

Signature(s)
簽名

You are required to fill in the details if you download this request form from the Company's website.
假如閣下從本公司網站下載本申請表格, 請必須填上有關資料。

Notes 附註:

- Please complete all your details clearly.
請閣下清楚填寫所有資料。
- This letter is addressed to non-registered holders (a "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 Company from time to time through Hong Kong Securities Clearing Company Limited of its wish to receive Corporate Communications).
此信件乃向本公司之非登記持有人(「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公司發出通知, 希望收到公司通訊)發出。
- Any form with more than one box marked (X), or with no box marked (X), or with no signature or otherwise incorrectly completed will be void.
如在本申請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。
- The above instruction will apply to Corporate Communications to be sent to you until you notify the Company c/o the Company's Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited to the contrary or unless you have at any time ceased to have holdings in the Company.
上述指示適用於發送予閣下之所有公司通訊, 直至閣下通知本公司股份香港過戶登記處-「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公司的股份。
- For the avoidance of doubt, we do not accept any other instruction given on this request form.
為免存疑, 任何在本申請表格上的額外指示, 本公司將不予處理。

* Corporate Communications include but are not limited to the Company's (a) directors' reports, its annual accounts together with a copy of the auditors' reports and, where applicable, summary financial reports; (b) interim reports, and where applicable, summary interim reports; (c) notices of meeting; (d) listing documents; (e) circulars; and (f) proxy forms.

* 公司通訊包括但不限於公司的: (a) 董事會報告、年度帳目連同核數師報告及(如適用)年度財務摘要報告; (b) 中期報告及(如適用)中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及 (f) 代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO"), which includes your name, mailing address and contact telephone number.

本聲明所指的「個人資料」具有《個人資料(私隱)條例》(第486章)(「私隱條例」)賦予「個人資料」之相同涵義, 當中包括閣下的姓名、郵寄地址及聯絡電話號碼。

Your Personal Data provided in this form will be used in connection with processing your request for obtaining printed copy of the relevant Corporate Communication(s). Your supply of Personal Data is on a voluntary basis. However, we may not be able to process your request unless you provide us with your Personal Data.

閣下於本表格所提供的個人資料將用以處理閣下要求索取相關公司通訊印刷本之指示。閣下乃基於自願性質提供個人資料, 惟倘閣下並無提供個人資料, 本公司可能無法處理閣下的指示。

Your Personal Data may be disclosed or transferred to the Company's Hong Kong Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, for example, in response to a court order or a law enforcement agency's request, and will be retained for such period as may be necessary for our verification and record purpose.

本公司可就上述用途將閣下的個人資料披露或轉移給本公司的香港股份登記及過戶處及/或其他公司或團體, 或按法例規定(例如應法庭命令或執法機關的要求)作出披露或轉移, 並將在適當期間內保留該等個人資料作核實及記錄用途。

You have the right to request access to and/or correction of your Personal Data respectively in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing by either of the following means:

閣下有權根據私隱條例分別查閱及/或更正閣下的個人資料。任何查閱及/或更正閣下個人資料的要求, 均須透過以下其中一項途徑以書面方式提出:

By mail to:	Personal Data Privacy Officer Computershare Hong Kong Investor Services Limited 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong	郵寄:	香港灣仔皇后大道東 183 號合和中心 17M 樓 香港中央證券登記有限公司 個人資料私隱主任
By e-mail to:	hkinfo@computershare.com.hk	電郵:	hkinfo@computershare.com.hk

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

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 it on the envelope
to return this Request Form to us.

No postage stamp necessary if posted in Hong Kong.

Get in touch with us 與我們聯繫

Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact