



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)

22 August 2016

Dear Shareholder(s),

Election of Means of Receipt and Language of Corporate Communications

BOC Aviation Limited (the "Company") is writing to seek your election regarding the means of receipt and the language of corporate communications ("Corporate Communications") of the Company to be despatched in the future. 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.

You may choose one of the options set out below:

- (1) to read all future Corporate Communications published on the website of the Company at www.bocaviation.com (the "Website Version") instead of receiving printed copies, and to receive a written notification either by post or by email for the publication of the relevant Corporate Communications on the website of the Company; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both printed English and Chinese versions of all future Corporate Communications.

In support of environmental protection and for the purpose of saving costs and increasing efficiency, the Company recommends that you elect the Website Version option.

To make your election, please mark "X" in the appropriate box on the enclosed reply form (with a pre-paid postage mailing label at the bottom of the reply form[#]) and sign and return the same to the Company c/o the Hong Kong branch share registrar of the Company (the "Hong Kong Share Registrar"), Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive the enclosed reply form duly completed and signed by you or does not receive a response indicating an objection from you by 19 September 2016 and until you inform the Company c/o the Hong Kong Share Registrar by reasonable prior notice in writing or by sending an email to bocaviation.ecom@computershare.com.hk, you will be deemed to have agreed to receive the Website Version instead of receiving printed copies of all future Corporate Communications, and a written notification of the publication of the Corporate Communication on the Company's website will be sent to you in the future.

You have the right at any time to change your elected means of receipt and choice of language of the Corporate Communications by providing reasonable prior notice in writing to the Company c/o the Branch Share Registrar or by sending an e-mail to bocaviation.ecom@computershare.com.hk. If for any reason you have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company will, upon your request in writing or by e-mail, promptly send the printed version(s) of the Corporate Communications to you free of charge.

Please note that (a) the printed versions of all future Corporate Communications in English and Chinese will be available from the Company and the Hong Kong Share Registrar upon request, and (b) the Website Version of both the English and Chinese versions of all future Corporate Communications will be available on the website of the Company at www.bocaviation.com and on the website of the Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

Should you have any queries relating to this letter, 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
Jonathan Mahony
Company Secretary

[#] If the mailing label is used for posting in Hong Kong, no postage stamp is required. Please affix appropriate postage stamp when posting outside Hong Kong.

* For identification purpose only