(Incorporated in the Republic of Singapore with limited liability)

(Stock Code: 2588)

30 April 2021

Dear Shareholder(s),

## BOC Aviation Limited (the "Company") – 2020 Annual Report

Please be informed that the English and Chinese versions of the Company's 2020 Annual Report are available on the Company's website at <a href="https://www.becaviation.com">www.becaviation.com</a> and the HKExnews' website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a>, or the arranged printed form(s) of the Company's 2020 Annual Report is enclosed.

For shareholders who chose or are deemed to have consented to receive Corporate Communications (Note) by electronic means but for any reason you have difficulty in receiving or gaining access to the Corporate Communications, or if you want to receive another printed language version of the Company's 2020 Annual Report other than that which you have received, the Company will promptly upon your request send to you a printed version free of charge. Please make your request 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.

Please also note that you are entitled to change your choice of language and/or means of receipt of the Company's future Corporate Communications by giving reasonable notice in writing (not less than 7 days) or simply completing, signing and returning the Change Request Form on the reverse side to the Company c/o the Company's Hong Kong Share Registrar, using the mailing label at the bottom of the Change Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by email at bocaviation.ecom@computershare.com.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: 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.

\* For identification purpose only

各位股東:

#### 中銀航空租賃有限公司(「本公司」)

### - 2020年年度報告

謹通知 閣下本公司的 2020 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。或按安排附上本公司 2020 年年度報告的印刷本。

至於已選擇或被視為已選擇收取公司通訊<sup>(附註)</sup>電子版本之股東,若因任何理由在收取或瀏覽該等文件上遇到困難,或 閣下欲收取本公司 2020 年年度報告之另一語言印刷本,本公司將於收到 閣下之要求後,迅即向閣下免費寄發一份印刷本。請把 閣下要求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。

閣下有權更改選擇收取日後刊發之公司通訊的語言版本及/或收取方式。 閣下可在給予合理時間下發出書面通知(最短不少於 7 日)或填妥、簽署及交回隨本函背面的更改回條,並使用附載於更改回條上之郵寄標籤寄回本公司香港股份過戶登記處(如在香港投寄,毋須貼上郵票;否則,請貼上適當的郵票)或透過電郵至bocaviation.ecom@computershare.com.hk。

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

2021年4月30日

附註: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。





## Change Request Form 更改回條

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 Wanchai, Hong Kong

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

IWe 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 <b>ONLY ONE (X)</b> of the following boxes) (請從下列選擇中,僅在其中 <b>一個空格</b> 內劃上「 <b>X</b> 」號) |   |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |
|--|---|--|-------------------------|-----------------------------|-----------------------|-----------------------|-----------|---------------|--------------|-------------|------------|-------------|------------|--------------|---------------|----------------------|--------------|--------------|--------------|---------|---------|-------|
|  | 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 閱覽所有日後在 貴公司網站(www.bocaviation.com)登載的公司通訊(「網上版本」),以代替收取印刷本,並以郵遞或電郵方式收取已在貴公司網站登載的公司通訊之書面通知;或 |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |
|  | Email Address<br>電郵地址   |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |
|  |   | (The Com<br>Company<br>website w<br>release of | s website<br>ill be ser | e. If no<br>nt. <u>Plea</u> | email ad<br>se provid | dress<br>le the       | is prov   | rided, c      | nly a n      | otificatio  | on lette   | er of th    | e pub      | lication     | of futu       | re Ćorp              | orate (      | Commu        | nication     | s on th | e Compa | any's |
|  |   | (本公司日<br>訊已在本                                  | 後僅將2<br>公司網站            | 2000<br>公司通言<br>1登載之        | R已在本。<br>通知信息         | )118.)<br>公司網<br>9。請. | 站登<br>以英文 | 載之電息<br>工工楷 場 | 郁通知如<br>其寫電動 | 養送至女<br>地址, | 7上提<br>有關電 | 供之電<br>電郵地。 | 郵地提<br>址僅月 | 址(如有<br>9作收填 | ī)。如ā<br>双公司差 | 失 <i>有提供</i><br>新訊已予 | 性電郵机<br>多發佈之 | 也址,月<br>之電郵道 | 川僅會向<br>前知。) | 閣下      | 寄發公司    | 司通    |
|  | to receive the <b>printed English version</b> of all future Corporate Communications ONLY; <b>OR</b><br>僅收取所有日後公司通訊文件之 <b>英文印刷本;或</b>   |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |
|  | to receive the <b>printed Chinese version</b> of all future Corporate Communications ONLY; <b>OR</b><br>僅收取所有日後公司通訊文件之 <b>中文印刷本;或</b>   |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |
|  | to receive both <b>printed English and Chinese versions</b> of all future Corporate Communications.<br>同時收取所有日後公司通訊文件之 <b>英文及中文印刷本</b> 。  |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |
|  | Contact telephone number<br>聯絡電話號碼  |  |                         |                             |                       |                       |           |               |              |             |            |             |            |              |               |                      |              |              |              |         |         |       |

# Signature

- Please complete all your details clearly. 請 閣下清楚填妥所有資料。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be

日期

- If your shares are held in joint names, the shareholder whose name stanos tirst on the register of internees of the company in respect of the point names, the shareholder whose name stanos tirst on the register of internees of the company in respect of the point names. Any form with more marked (X), or with no so signature or otherwise incorrectly completed will be void.

  And 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.

  And the provided will be void.

  The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing (not less than 7 days) to the Company of 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 or by email at bocaviation.ecom@computershare.com.tk

  Lastar-all pict 16 sept-a-complex Limited and Limited Registers and Limited and Limited Registers are entitled to chance the choice of means of receipt and language of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Company's Shareholders are entitled to chance the choice of means of receipt and language of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Company's Shareholders are entitled to chance the choice of means of receipt and language of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Company's Shareholders are entitled to chance the choice of means of receipt and language of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Company's Shareholders are entitled to chance the choice of means of receipt and language of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Company's Shareholders are

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  Shareholders are entitled to change the choice of means of receipt and language of Corporate Communications at any time by reasonable notice in writing (not less than 7 days) to the Company's Hong Kong Share Registrar (at the above address) or by email at <a href="mailto:bocaviation.ecom@computershare.com.hk">bocaviation.ecom@computershare.com.hk</a>. 股東有權商時發出台理時間的書面通知(最短不少於7日)予本公司香港縣分灣戶臺記處(上途地址) 或以電郵發送至 <a href="mailto:bocaviation.ecom@computershare.com.hk">bocaviation.ecom@computershare.com.hk</a>。 要求更改有關公司通訊的語言版本及收取方式。 For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form. 為免存疑,任何在本更改回條上的額外手寫指示。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 linerim reports; (a) listing documents; (e) circulars; and (f) proxy forms.
  公司強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)年度財務簡要報告;(b)中期報告及 (如適用)中期簡要報告;(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 收集個人資料整明

PrivacyOfficer@computershare.com.hk

"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. 本學明所指的「個人資料」具有《個人資料(基陽)條例》(第 486 章)(「私歸條例」)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.

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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.

本公司可就上越用途將 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:

雷郵:

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

香港灣仔皇后大道東183號合和中心17M樓 By mail to: Personal Data Privacy Officer 郵寄:

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司 17M Floor, Hopewell Centre, 183 Queen's Road East, 個人資料私隱主任 Wan Chai, Hong Kong

## 郵寄標籤 MAILING LABEL

By e-mail to:

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

閣下寄回此更改回條時,請將郵寄標籤剪貼於信封上。 如在本港投寄毋須貼上郵票。

PrivacyOfficer@computershare.com.hk

Please cut the mailing label and stick it on the envelope to return this Change 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 Lodge a complaint



Contact Us 聯繫我們

www.computershare.com/hk/contact