

## Dongguan Rural Commercial Bank Co., Ltd.\*

# 東莞農村商業銀行股份有限公司\*

(A joint stock company incorporated in the People's Republic of China with limited liability) (於中華人民共和國註冊成立的股份有限公司)

(Stock code: 9889) (股份代號:9889)

#### NOTIFICATION LETTER 通知信函

20 April 2022

Dear H Shareholder(s).

### Dongguan Rural Commercial Bank Co., Ltd.\* (the "Bank")

- Notice of Publication of 2021 Annual Report, Circular, Notice and Proxy Form for the 2021 Annual General Meeting

The English and Chinese versions of the Bank's Notice and Proxy Form for the 2021 Annual General Meeting (the "Current Corporate Communications") are available on the Bank's website at www.drcbank.com and the HKEXnews's website at www.hkexnews.hk and, where applicable, the chosen form of printed Current Corporate Communication(s) are enclosed. You may access the Current Corporate Communications from "Investor Relations" section on the Bank's website or the HKEXnews's website and view them with Adobe® Reader®.

If you would like to receive a printed version of the Current Corporate Communications in English language version only, or in Chinese language version only or in both English and Chinese language versions, or if you would like to change your choice of language(s) and/or means of receipt of the Bank's future Corporate Communications#, please complete the relevant section of the Change Request Form on the reverse side of this letter and return 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 (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the H Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send the duly completed Change Request Form to drcbank.ecom@computershare.com.hk by e-mail. The Change Request Form may also be downloaded from the Bank's website at www.drcbank.com or the HKEXnews's website at www.hkexnews.hk.

If you have chosen (or deemed to have chosen) to access all future Corporate Communications on the Bank's website and for any reason have difficulty in obtaining access to the Corporate Communications on the Bank's website, the Bank will promptly upon your request send the relevant Corporate Communications to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please contact the H Share Registrar's 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 drcbank.ecom@computershare.com.hk.

> **Board of Directors** Dongguan Rural Commercial Bank Co., Ltd.\*

- # Corporate Communications includes but not limited to: (a) annual reports and its summary financial reports (where applicable) (and all reports and accounts contained therein); (b) interim reports and its summary interim reports (where applicable) (and all reports and accounts contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms. Dongguan Rural Commercial Bank Co., Ltd. is not an authorized institution within the meaning of the Banking Ordinance (Chapter 155 of the Laws of Hong Kong), not subject to the supervision
- of the Hong Kong Monetary Authority, and not authorized to carry on banking and/or deposit-taking business in Hong Kong.

各位 H 股股東:

## 東莞農村商業銀行股份有限公司\*(「本行」)

## - 2021 年度報告、2021 年度股東大會通函、通知及代表委任表格之發佈通知

本行的 2021 年度報告、2021 年度股東大會通函、通知及代表委任表格(「本次公司通訊」)的中、英文版本已上載於本行網站 (www.drcbank.com) 及香港交易所披露易網站(www.hkexnews.hk),及如適用,按安排附上本次公司通訊的印刷本。請在本行網站「投資者關 係」欄目或香港交易所披露易網站使用 Adobe® Reader® 開啟瀏覽有關文件。

如 閣下欲收取本次公司通訊之英文印刷本或中文印刷本,或同時收取英文及中文印刷本,或欲更改收取本行日後公司通訊"之語言版本及/或收 取方式之選擇,請填妥在本函背面的變更申請表相應部分,並使用隨附之郵寄標籤經香港中央證券登記有限公司(「H 股證券登記處」)寄回本 行(如在香港投寄,毋須貼上郵票;否則,請貼上適當的郵票)。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。 可把已填妥之變更申請表電郵至 drcbank.ecom@computershare.com.hk。變更申請表亦可於本行網站(www.drcbank.com)或香港交易所披露易網 站(www.hkexnews.hk)內下載。

如 閣下已選擇(或被視為已選擇)以電子方式瀏覽所有日後上載於本行網站之公司通訊,惟因任何原因查閱公司通訊上出現困難,只要 閣下提 出要求,本行將儘快寄上所要求的本次公司通訊的印刷本,費用全免。

閣下如對本函內容有任何疑問,請致電 H 股證券登記處之電話熱線 (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 drcbank.ecom@computershare.com.hk。

> 東莞農村商業銀行股份有限公司\* 董事會

二零二二年四月二十日

- #公司通訊文件包括但不限於:(a)年度報告及其財務簡要報告(如適用)(及其中包含的所有報告及賬目);(b)中期報告及其中期簡要報告(如適用)(及其中包含的所有報 告及賬目);(c)會議通告;(d)上市文件;(e)通函及(f)代表委任表格
- 東莞農村商業銀行股份有限公司並非香港法例第 155 章 《銀行業條例》所界定的認可機構,不受香港金融管理局的監督,亦未獲授權在香港經營銀行及/或接受存 款業務。

Name(s) and address of H Shareholder(s): H股股東之姓名及地址:

Change Request Form 變更申請表													
Го:	Dongguan Rural Commercial Bank Co., Ltd.* (the "Bank") (Stock Code: 9889)	致:		き農村商 2份代號			有限公	司*(	「本行	j')			
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	c/o Computershare Hong Kong Investor Services Limited							J					
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- By electing to access the Corporate Communications on the Bank's website instead of receiving them in printed form. you have expressly waived the right to receive them in printed form.
  透過選擇收取公司通訊之網上版本以代替收取印刷本後・ 閣下明確放棄收取公司通訊印刷本的權利。
  If your shares are held in joint names, the H shareholder whose name appears first on the register of members of the Bank in respect of the joint holding should sign on this Change Request Form in order to be valid.
  如屬蘇名股東,則本變更申請教表與註底各於本行股東全用上支持整大各非常自觉的 日股股東豪奢,方為有效。
  The above instruction will apply to all future Corporate Communications to be sent to H shareholders of the Bank until you notify otherwise by reasonable notice in writing by email at drebank.ecom@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong to the Bank co its H Share Registrar"), Computershare Hong Kong lovestor Services Limited.
  上連指示週刊於所有日後寄身予系行且影理某之公司通訊。直至 閣下以電郵方式(drebank.ecom@computershare.com.hk) 或以郵寄方式(香港灣仔皇后大道東 183 號合和中心 17M 樓)向本行之 H 股證券登記處香港中央證券登記處香港中央證券登記有限公司(「H **股禮券登**配費。)在合理時間前發出書面通知另作選擇為上。
- 記載。)在合理時間前發出書面類別戶選擇為止。

  Notwithstanding any option chosen, you have the right at any time by reasonable notice in writing notice in writing notice in writing by email at drebank.ecom@computershare.com.hk or by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong to the Bank c'o its H Share Registrar to change the choice of language and/or means of receipt of the Corporate Communications. Even if you have chosen to access all future Corporate Communications on the Bank's website and for any reason have difficulty in obtaining access to the Corporate Communications on the Bank's website, the Bank will promptly upon your request send the relevant Corporate Communications to you in printed form free of charge.

  不論 简下是解写图像词,简子模拟电影方式(合本的本文),在《古术文》,在
- For the avoidance of doubt, the Bank will not accept any additional instructions written on this Change Request Form. 為免存疑,任何書寫在本變更申請表上的額外指示,本行將不予處理。
  - 每2叶来。任刊書館任本英史中謂代上的政策。

    《 Corporate Communications includes but not limited to: (a) annual reports and its summary financial reports (where applicable) (and all reports and accounts contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) praxy forms.

    公司通讯文件包括台环报》: (a) 年度報告及其形務無要報告(如通用)(及其中包含的所有報告及集目); (b) 中期報告及其中期無要報告(如適用)(及其中包含的所有報告及集目); (c) 會議過告; (d) 上市文件; (e) 通過及价代表委任表格。

    Pongguan Rural Commercial Bank Co., Lid. is not an authorized in stitution within the meaning of the Banking Ordinance (Chapter 155 of the Laws of Hong Kong, In or subject to the supervision of the Hong Kong Monetary Authority, and not authorized to carry on banking and/or deposit-taking business in Hong Kong, 平完機打商業銀行設份有限公司並非香港法例第155章(銀行業條例)所界定的認可機構,不受香港金融管理局的監督,亦未獲授權在香港經營銀行及/或接受存款業務。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

Your Personal Data (as defined in the Personal Data (Privacy) Ordinance, Cap 486 ("PDPO")), which includes your name, address, e-mail address and telephone number provided in this reply form will be used in connection with processing your

request. 関下於本回條提供的「個人資料」(如香港法例第四百八十六章個人資料(私隱)條例(「**私隱條例**」)中定義),包括関下的姓名、地址、電郵地址及電話號碼將用作處理 関下的要求。 The supply of your Personal Data is on a voluntary basis. However, we may not be able to process your instruction unless you provide us sufficient information with your Personal Data. 関下是自顧向本行提供個人資料。若 関下未能提供足夠資料。本行可能無法處理 関下之指示。 Your Personal Data will be disclosed or transferred to the Bank's if Share Registrar and/or other companies or bodies for the purpose stated above, or when it is required to do so by law, and will be retained for such period as may be necessary for our

Tour revolute Data with eductioned or transferred to the Datas, is a State Register abuse of unique to many be necessary for our verification and record purpose.
本行可就任何所說明貞用是,將 閱下的個人資料校應或轉移給本行的 H 股證券登記處、及或其他公司或屬體,並將在總當期間保留該等個人資料作核賣及紀錄用途。
"我们 have the right to request access to and/or correction of your Personal Data 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 and sent to the Personal Data Privacy Officer of Computershare by post or by email to <u>PrivacyOfficer@computershare.com.hk</u>。
图下有權限基礎展佈的解表立體別及「或接收 图下的個人資料、任何服务者置別,必要於 图下的個人資料的要求均須以書面方式郵寄至中央證券的個人資料私應主任,或電郵至 <u>PrivacyOfficer@computershare.com.hk</u>。

# Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freepost No. 簡便回郵號碼:37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

閣下寄回本申請表格時,請將郵寄標籤剪貼於信封上 如在本港投寄, 閣下無需支付郵費或貼上郵票。





Contact Us 聯繫我們

www.computershare.com/hk/contact