



**中国建设银行**  
China Construction Bank

**中國建設銀行股份有限公司**

**China Construction Bank Corporation**

(於中華人民共和國註冊成立的股份有限公司)

(A joint stock limited company incorporated in the People's Republic of China with limited liability)

(Stock Code: 939)

20 May 2011

Dear Sir/Madam,

### **Election of Means and Language of Receipt of Corporate Communications**

China Construction Bank Corporation (the "Bank") has published the Supplemental Circular of 2010 Annual General Meeting (the "Current Corporate Communication"), relevant documents have been posted on the website of The Stock Exchange of Hong Kong Limited at [www.hkex.com.hk](http://www.hkex.com.hk) for shareholders' review.

For the purpose of environmental protection and cost saving, we encourage you to take advantage of selecting to review Corporate Communications on the website. Even if you select to review Corporate Communications on the website, you will have the right at any time by reasonable notice in writing to the Bank's H share registrar, the address is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, or by email to the Bank (email address: [ccb.ecom@computershare.com.hk](mailto:ccb.ecom@computershare.com.hk)) to change the choice of means or language of Corporate Communications or to receive the printed copies of the Current Corporate Communication. The Change Request Form may also be downloaded from the Bank's website at [www.ccb.com](http://www.ccb.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkex.com.hk](http://www.hkex.com.hk).

Please note that: (a) both the English and Chinese versions of the Corporate Communications are available on the website of The Stock Exchange of Hong Kong Limited; (b) both the printed English and Chinese versions of the Corporate Communications are available for collection from the Bank's H share registrar on request.

If you have any queries about how to obtain copies of the Current Corporate Communication or how to access those documents on the Bank's website, please call the Bank's hotline on (852) 2862-8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays).

**China Construction Bank Corporation**

### **選擇公司通訊之收取方式及語言版本**

中國建設銀行股份有限公司（「本行」）已經公布 2010 年度股東大會補充通函（「本次公司通訊」），有關文件登載于香港聯合交易所有限公司之網站 [www.hkex.com.hk](http://www.hkex.com.hk)，請各位股東瀏覽。

為了積極響應環保並節省成本，本行建議閣下選擇通過網站瀏覽公司通訊。即使閣下選擇了通過網站瀏覽公司通訊，閣下仍可在任何時間填列變更申請表，以書面方式（郵寄地址為香港灣仔皇后大道東183號合和中心17M樓）或電郵方式（電子郵箱為：[ccb.ecom@computershare.com.hk](mailto:ccb.ecom@computershare.com.hk)），通知本行H股股份過戶登記處，更改公司通訊之收取方式及語言版本，或收取本次公司通訊的印刷本。變更申請表亦可于本行網站[www.ccb.com](http://www.ccb.com)及香港聯合交易所有限公司之網站[www.hkex.com.hk](http://www.hkex.com.hk)下載。

敬請注意：（甲）股東可于香港聯合交易所有限公司網站瀏覽公司通訊之英、中文版本；（乙）本行的H股股份過戶登記處備有英、中文印刷本的公司通訊可供索閱。

倘閣下對如何索取本次公司通訊或如何在本行網站瀏覽該等文件有任何疑問，請于營業時間內（上午九時至下午六時，星期一至星期五，公眾假期除外）致電本行熱綫（852）2862-8688。

此致

列位股東

**中國建設銀行股份有限公司**

2011年5月20日

CHANGE REQUEST FORM 變更申請表

To: China Construction Bank Corporation (the "Bank") (Stock Code: 939)

c/o Computershare Hong Kong Investor Services Limited

17M Floor,

Hopewell Centre, 183 Queen's Road East,

Wanchai, Hong Kong

致：中國建設銀行股份有限公司(「本行」)(股份代號：939)

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

Part A — To receive another printed version of the Current Corporate Communication:

甲部— 收取本次公司通訊之另一語言印刷本：

Supplemental Circular of 2010 Annual General Meeting

2010年度股東大會補充通函

(Please mark ONLY ONE (X) of the following boxes)(請僅在其中一個空格內劃上「X」號)

I have already received a printed copy of the Current Corporate Communication in Chinese but I would now like to receive a printed copy in English.  
本人已收取本次公司通訊之中文印刷本，但現在希望收取其英文印刷本。

I have already received a printed copy of the Current Corporate Communication in English but I would now like to receive a printed copy in Chinese.  
本人已收取本次公司通訊之英文印刷本，但現在希望收取其中文印刷本。

I have read the Current Corporate Communication posted on the website but would like to receive:

本人已瀏覽網站所登載之本次公司通訊，但希望收取：

a printed copy in English; or  
一份英文印刷本；或

a printed copy in Chinese; or  
一份中文印刷本；或

both the printed English and Chinese copies.  
中文和英文印刷本。

Part B — To change your choice:

乙部— 更改 閣下之選擇：

I would like to change my previous choice and request to receive all future Corporate Communications of the Bank issued not less than 10 business days after the date hereof in the following manner:

本人現欲更改之前已作之選擇，要求以如下方式收取本行將于本變更申請表日期後至少十個工作天之後發出之所有公司通訊：

(Please mark ONLY ONE (X) of the following boxes)(請僅在其中一個空格內劃上「X」號)

to receive the printed English version only; or  
僅收取英文印刷本；或

to receive the printed Chinese version only; or  
僅收取中文印刷本；或

to receive BOTH the printed English and Chinese versions; or  
同時收取中、英文印刷本；或

to receive the Corporate Communications posted on the website in lieu of the printed copy.  
瀏覽網站所登載之公司通訊以代替印刷本。

Signature:

簽署：\_\_\_\_\_

Contact Telephone No.:

聯絡電話：\_\_\_\_\_

Date:

日期：\_\_\_\_\_

Notes: 附注：

1. Please complete all your details clearly.  
請閣下清楚填妥所有資料。

2. Even if you select the Website Version to review Corporate Communications, you will have the right at any time by reasonable notice in writing to the Bank's H share registrar, the address is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, or by email to the Bank (email address: [ccb.ecom@computershare.com.hk](mailto:ccb.ecom@computershare.com.hk)) to change the choice of means or language of Corporate Communications.  
即使閣下選擇了通過網站瀏覽公司通訊，閣下仍可在任何時間填列變更申請表，以書面方式（郵寄地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）或電郵方式（電子郵箱為：[ccb.ecom@computershare.com.hk](mailto:ccb.ecom@computershare.com.hk)），通知本行 H 股股份過戶登記處，更改公司通訊之收取方式及語言版本。

3. If you have chosen to receive the Bank's Corporate Communications by the website and have any difficulty in receiving or gaining access to the relevant documents for any reason, we will promptly upon reasonable request send the printed form of the same to you free of charge.  
倘閣下選擇以網上版本的方式收取本行公司通訊，無論因任何理由以致在收取或覽閱有關文件時遇到困難，我們將于接到閣下的合理通知後，立即向閣下免費發送該等文件的印刷本。

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

閣下寄回此更改指示回條時，請將郵寄標籤剪貼於信封上。

如在本港投寄毋須貼上郵票。

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

No postage stamp necessary if posted in Hong Kong.