



中國國際航空股份有限公司

AIR CHINA LIMITED

(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 股份代號: 00753)

## NOTIFICATION LETTER 通知信函

14 December 2021

Dear H shares shareholder (Note 1),

**Air China Limited (the "Company")**

**- Publication of Supplemental Circular, Supplemental Notice of Extraordinary General Meeting and Revised Form of Proxy for Extraordinary General Meeting (the "Current Corporate Communication")**

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at [www.airchina.com.cn](http://www.airchina.com.cn) and the HKEXnews' website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication by clicking "Investor Relations" on the home page of our website and select "Announcements" or by browsing the HKEXnews' website (the "Website Version").

Registered H shares shareholders may at any time choose to receive free of charge the Corporate Communication (Note 2) either in printed form, or read the Website Version, notwithstanding any wishes to the contrary they have previously conveyed to the Company. If you want to receive a printed version of the Current Corporate Communication, please complete, sign and return the Request Form overleaf (which may also be downloaded from the websites mentioned above) to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar") by post using the mailing label at the bottom of the Request Form (no stamp is needed if posted in Hong Kong). The address of the Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send a scanned copy of the Request Form by email to [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk).

If you would like to change your means of receipt of the Company's Corporate Communication in the future, please notify the Company through the Hong Kong Share Registrar in writing or by sending an email to [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk). Even if you have chosen (or are deemed to have consented) to receive the Website Version of all future Corporate Communication but for any reason you have difficulty in receiving or gaining access to the Corporate Communication, the Company will promptly upon your request send the Corporate Communication to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the Hong Kong Share Registrar enquiry hotline at (852) 2862 8688 during business hours (9:00 am to 6:00 pm, Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Air China Limited**  
**Huang Bin Huen Ho Yin**  
Joint Company Secretaries

Note 1: This letter is being sent to the registered shareholders of the H shares of the Company, whose names appear on the H shares register of members of the Company. If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form overleaf.

Note 2: Corporate Communication includes but is not limited to (a) directors' report, annual accounts together with a copy of the auditors' report and, where applicable, summary financial report; (b) interim report and, where applicable, summary interim report; (c) notice of meeting; (d) listing document; (e) circular; (f) proxy form; and (g) reply slip.

各位 H 股股東 (附註 1) :

**中國國際航空股份有限公司 (「本公司」)**

**- 補充通函、臨時股東大會補充通告及經修訂臨時股東大會代表委任表格 (「本次公司通訊文件」) 之發佈通知**

本公司的本次公司通訊文件之中、英文版本已上載於本公司網站 [www.airchina.com.cn](http://www.airchina.com.cn) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)。請在本公司網站主頁按「投資者關係」一項，再選擇「公告和新聞」或在香港交易所披露易網站瀏覽有關文件(「網上方式」)。

儘管閣下早前曾向本公司作出公司通訊文件(附註 2)收取方式的選擇，但仍可以隨時更改有關選擇，轉為以印刷本或網上方式收取，費用全免。如閣下欲收取本次公司通訊文件之印刷本，請閣下填妥在本函背面(該表格亦可以於上述網站下載)的申請表格，並使用隨附之郵寄標籤經香港中央證券登記有限公司(「香港證券登記處」)寄回本公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓(如在香港投寄並須貼上郵票)。閣下亦可把已填妥之申請表格的掃描副本電郵到 [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk)。

如欲選擇有別於閣下所選擇的公司通訊文件收取方式，請以書面或以電郵方式 [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk) 經香港證券登記處通知本公司，以更改日後收取公司通訊文件之收取途徑之選擇。如閣下已選擇以網上方式收取日後公司通訊文件(或被視為已同意以網上方式收取)但因任何理由未能閱覽載於網站的公司通訊文件，閣下只要提出要求，我們將盡快向閣下寄上所要求的有關文件的印刷本，費用全免。

如對本函內容有任何疑問，請於辦公時間內(星期一至五上午 9 時至下午 6 時，香港公眾假期除外)致電香港中央證券登記有限公司電話查詢熱線(852) 2862 8688。

代表  
中國國際航空股份有限公司  
**黃斌 禰浩賢**  
聯席公司秘書  
謹啟

2021 年 12 月 14 日

附註 1: 本函收件對象為本公司登記 H 股股東。該等人士的姓名載列於本公司 H 股股東名冊上。如果閣下已出售或轉讓所持有的本公司 H 股股份，則無需要理會本函件及其背面的申請表格。

附註 2: 公司通訊文件包括但不限於: (a) 董事會報告、年度財務報表連同核數師報告及如適用，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; (f) 委任代表表格; 及 (g) 回條。



## Request Form 申請表格

To: Air China Limited (the "Company")  
(Stock Code: 00753)  
c/o Computershare Hong Kong Investor Services Limited  
(the "Hong Kong Share Registrar")  
17M Floor  
Hopewell Centre, 183 Queen's Road East  
Wanchai, Hong Kong

致：中國國際航空股份有限公司（「本公司」）  
（股份代號：00753）  
經香港中央證券登記有限公司  
（「香港證券登記處」）  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We have chosen (or are deemed to have consented) to read the Current Corporate Communication posted on the websites, and I/we would like to receive a printed version of the Current Corporate Communication of the Company now. Please send the same to the address provided as follows:

本人／我們已選擇（或被視為已同意）瀏覽本公司網站所登載之本次公司通訊文件，但現在希望收取 貴公司本次公司通訊文件之印刷本。請郵寄至以下地址：

Name(s) of Registered  
H Shares Shareholder(s)<sup>#</sup>  
登記 H 股股東姓名<sup>#</sup>

Signature  
簽名

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

Address<sup>#</sup>  
地址<sup>#</sup>

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

Contact telephone number  
聯絡電話號碼

Date  
日期

<sup>#</sup> You are required to fill in the details if this request form is downloaded from the Company's or HKEXnews' websites.  
假如你從本公司或香港交易所披露易網站下載本申請表格，請必須填上有關資料。

## Notes 附註：

- Please complete this form clearly.  
請 閣下清楚填妥本表格。
  - If your H shares are held under joint names, the registered H shares shareholder whose name appears first on the H shares register of members of the Company in respect of the joint holding should sign this Request Form in order for it to be valid.  
如屬聯名登記 H 股股東，則本申請表格須由該名於本公司 H 股股東名冊上就聯名持有股份其姓名位列首位的登記 H 股股東簽署，方為有效。
  - For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上的額外手寫指示，本公司將不予處理。
- \* The Current Corporate Communication of the Company refers to Supplemental Circular, Supplemental Notice of Extraordinary General Meeting and Revised Form of Proxy for Extraordinary General Meeting.  
本申請表格所提及之本公司本次公司通訊文件指補充通函、臨時股東大會補充通告及經修訂臨時股東大會代表委任表格。

## 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.

當 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。

## Get in touch with us 與我們聯繫

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



Contact Us 聯繫我們

www.computershare.com/hk/contact