



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

13 October 2010

Dear H shares shareholder <sup>(Note 1)</sup>,

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

**- Circular to the shareholders of the Company, Revised Form of Proxy for Extraordinary General Meeting and Extraordinary General Meeting Notice of Attendance (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's 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, then selecting "Announcement and news" or browsing through the HKExnews's website.

Registered H shares shareholders may at any time choose to receive free of charge the Corporate Communication <sup>(Note 2)</sup> either in printed form, or read the website version, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you want to receive printed version of the Current Corporate Communication, please complete the Request Form on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the "Hong Kong Share Registrar"), using the mailing label and need not to affix a stamp when returning (if posted in Hong Kong). Otherwise, please affix an appropriate stamp. The address of the Hong Kong Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company's website at [www.airchina.com.cn](http://www.airchina.com.cn) or the HKExnews's website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to change your means of receipt of the Company's Corporate Communication in future, please write or send email at [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk) to the Company c/o the Hong Kong Share Registrar. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communication via website version but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, the Company will promptly upon your request send the Current 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 Company's telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,  
For and on behalf of  
**Air China Limited**  
**Huang Bin Tam Shuit Mui**  
Joint Company Secretaries

*Note 1: This letter is being sent to the registered shareholder 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 on its reverse side.*

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

各位 H 股股東 <sup>(附註 1)</sup> :

**中國國際航空股份有限公司 (「本公司」)**

**- 致本公司股東之通函、經修訂臨時股東大會代表委任表格及臨時股東大會出席通知 (「本次公司通訊」)**

本公司的本次公司通訊文件中，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。

儘管閣下早前曾向本公司作出公司通訊文件 <sup>(附註 2)</sup> 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的申請表格，並使用隨附之郵寄標籤寄回，而毋須貼上郵票（如在香港投寄）；否則，請貼上適當的郵票，申請表格請寄回香港中央證券登記有限公司（「香港證券登記處」），地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。申請表格亦可於本公司網站 [www.airchina.com.cn](http://www.airchina.com.cn) 或香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

如欲選擇有別於閣下所選擇的公司通訊收取方式，請以書面或以電郵方式 [airchina.ecom@computershare.com.hk](mailto:airchina.ecom@computershare.com.hk) 送交到本公司經香港證券登記處，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本次公司通訊文件，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版，費用全免。

如對本函內容有任何疑問，請致電本公司電話熱線(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。

代表  
中國國際航空股份有限公司  
黃斌 譚雪梅  
聯席公司秘書  
謹啓

2010 年 10 月 13 日

*附註 1: 本函件收件對象為本公司登記 H 股股東。該等人士的姓名載列於 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。*

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## 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 Company's website, 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 you download this request form from the Company's Website.  
假如你從公司網站下載本申請表格，請必須填上有關資料。

### Notes 附註：

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
  - If your H shares are held in joint names, the registered H shares shareholder whose name stands first on the H shares register of members of the Company in respect of the joint holding should sign on this Request Form in order 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 refers to the Circular to the shareholders of the Company dated 13 October 2010, Revised Form of Proxy for Extraordinary General Meeting and Extraordinary General Meeting Notice of Attendance.  
本申請表格所提及之本次公司通訊指本公司2010年10月13日的致本公司股東之通函、經修訂臨時股東大會代表委任表格及臨時股東大會出席通知。

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### 郵寄標籤 MAILING LABEL

閣下寄回此申請表格時，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 Request Form to us.

No postage stamp necessary if posted in Hong Kong.

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