



The Hong Kong Building and Loan Agency Limited
香港建屋貸款有限公司

(Incorporated in Hong Kong with limited liability)

(Stock code: 145)

**PROCEDURES FOR SHAREHOLDERS TO PROPOSE A PERSON FOR ELECTION
AS A DIRECTOR OF THE COMPANY**

In accordance with article 78 of the articles and association of The Hong Kong Building and Loan Agency Limited (the “**Company**”) and the code provision E.1.3 set out in Appendix 14 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), an extraordinary general meeting to propose a person to be elected as a director of the Company (the “**Director**”) as specified in such requisition (the “**Proposal**”) shall be called by written notice (the “**Notice**”) of not less than fourteen (14) clear days or ten (10) clear business days (whichever notice period is longer) to the shareholders of the Company (the “**Shareholders**”). However, a general meeting may be called by shorter notice if it is so agreed by a majority in number of the Shareholders having the right to attend and vote at the meeting, being a majority together holding not less than ninety-five per cent. (95%) in nominal value of the issued shares of the Company giving that right.

The Shareholder must deposit the Notice to the Company’s registered office at Unit F, 7/F., China Overseas Building, 139 Hennessy Road, Wanchai, Hong Kong, or the Company’s share registrar, Tricor Tengis Limited at 26/F., Tesbury Centre, 28 Queen’s Road East, Hong Kong for the attention of the board of directors or the company secretary of the Company. Such Notice (i) must be signed by the nominated candidate of the candidate’s willingness to be appointed as Director; (ii) the candidate’s personal information as required to be disclosed under Rule 13.51(2) of the Listing Rules and such other information as set out in the section headed “Required information of the candidate(s) nominated by Shareholders” below; and (iii) the candidate’s written consent to the publication of his/her personal data by the Company.

The minimum length of the period during which the Notice is given shall be at least seven (7) days and the period for lodgment of the same shall commence no earlier than the day after the dispatch of the Notice of the general meeting appointed for the Proposal and end no later than seven (7) days prior to the date of such general meeting.

Required information of the candidate(s) nominated by Shareholders

In order to enable Shareholders to make an informed decision on their election of Directors, the Proposal should be accompanied with the following information of the nominated candidate(s):

- a) full name and age;
- b) positions held with the Company and its subsidiaries (if any);
- c) experience including (i) other directorships held in the past three years in public companies of which the securities are listed on any securities market in Hong Kong and overseas, and (ii) other major appointments and professional qualifications;
- d) current employment and such other information (which may include business experience and academic qualifications) of which Shareholders should be aware of, pertaining to the ability or integrity of the candidate;
- e) length or proposed length of service with the Company;
- f) relationships with any Directors, senior management or substantial shareholders or controlling shareholders of the Company, or an appropriate negative statement;
- g) interests in the shares of the Company within the meaning of Part XV of Securities and Futures Ordinance, or an appropriate negative statement;
- h) if applicable, the amount of director's emoluments and the basis of determining the director's emoluments (including any bonus payments, whether fixed or discretionary in nature, irrespective of whether the nominated Director has or does not have a service contract with any member of the group and how much of these emoluments are covered by a service contract);
- i) contact details; and
- j) all information as required under rule 13.51(2)(h) to (w) of the Listing Rules, or an appropriate negative statement to that effect where there is no information to be disclosed pursuant to any of such requirements.

Note: If there is any inconsistency between the English and Chinese versions of this document, the English version shall prevail.