

东曜药业

TOT BIOPHARM International Company Limited

東曜藥業股份有限公司

(Incorporated in Hong Kong with limited liability)
(Stock code: 1875)

29 December 2023

Dear Shareholder,

Election of Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), this letter is to seek your election in relation to the following matters regarding the corporate communications (“**Corporate Communications**”) of TOT BIOPHARM International Company Limited (東曜藥業股份有限公司) (the “**Company**”) to be dispatched in the future.

Corporate Communications include any document(s) issued or to be issued by the Company for your information or action, including 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, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

You may choose:

- (i) to read all future Corporate Communications published on the Company’s website at www.totbiopharm.com.cn (“**Website Version**”) instead of receiving printed copies by post and to receive a notification letter either by post or by email for the publication of the relevant Corporate Communications on the Company’s website; or
- (ii) to receive a printed version of the Corporate Communications by post.

For the purpose of environmental protection, the Company encourages you to select the Website Version. Even if you have chosen the Website Version, you reserve the right at any time by giving reasonable notice in writing to the Share Registrar of the Company (“**Share Registrar**”) to change your choice.

Please tick the appropriate box on the enclosed reply form (“**Reply Form**”) and sign and return it by post or by hand to the Share Registrar, Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, on or before 31 January 2024. If you post your Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp on the envelope when returning your Reply Form. Otherwise, please affix an appropriate stamp.

If the Company does not receive a duly completed and signed Reply Form from you (or a response from you indicating that you object to receiving the Website Version of Corporate Communications) on or before 31 January 2024, you will be deemed, until you inform the Share Registrar otherwise by reasonable notice in writing at the above address or by email to 1875-ecom@hk.tricorglobal.com, to have consented to receive the Website Version of all future Corporate Communications instead of receiving them in printed form. In that event, when the Company makes a Corporate Communication, it will only send you a notification that the Corporate Communication has been made available on the Company’s website. The notification will be sent to you by email or by post at your address as it appears in the Company’s register of members maintained by the Share Registrar.

If you elect to receive the Website Version of future Corporate Communications, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the website of the Company as and when Corporate Communications are published on the website of the Company and (ii) all future Actionable Corporate Communications* in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications, the Company will send to you by post, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications in printed form, until such time when you have provided a valid and functional email address to the Share Registrar for receiving the same.

You may at any time by reasonable notice in writing to the Share Registrar at the above address or by email to 1875-ecom@hk.tricorglobal.com to change your choice of means of receipt of Corporate Communications. If you have elected (or are deemed to have consented) to receive Corporate Communications by Website Version and for any reason have difficulty in obtaining access to Corporate Communications on the Company’s website, the Company will upon request send the relevant Corporate Communications to you in printed form free of charge.

Please note that all future Corporate Communications will be available (a) in printed form from the Company or the Share Registrar on request and (b) on the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk and on the Company’s website at www.totbiopharm.com.cn.

Should you have any queries relating to this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

By order of the Board
TOT BIOPHARM International Company Limited
Dr. Liu, Jun
Chief Executive Officer and Executive Director

* “Actionable Corporate Communication” means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, applications forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

