



中煙國際（香港）有限公司  
China Tobacco International (HK) Company Limited  
(Incorporated in Hong Kong with limited liability)  
(於香港註冊成立的有限公司)  
(Stock Code 股份代號: 6055)

15 February 2024

Dear registered shareholder(s),

**Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, China Tobacco International (HK) Company Limited (the “**Company**”) is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “**Corporate Communications**”), which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities, 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.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.ctihk.com.hk](http://www.ctihk.com.hk) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) (the “**Website Version**”) in place of printed copies.

The Company will send actionable corporate communications (“**Actionable Corporate Communications**”)<sup>(Note)</sup> to its shareholders individually in electronic form by email. If a shareholder has not provided an email address to the Company or the email address provided is not functional, the Company will send the Actionable Corporate Communications in printed form to the shareholder’s address as shown in the Company’s register of members together with a request form for soliciting the shareholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “**Reply Form**”). Alternatively, you may sign and return the Reply Form to the Company’s Hong Kong share registrar (the “**Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong.

**Pursuant to section 833 of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), if the Company does not receive the enclosed reply form duly completed and signed by you or does not receive a response from you indicating any objection within 28 days beginning on the date of this request was sent, i.e. by 13 March 2024 and until you inform Share Registrar by reasonable prior notice in writing to the above address of the Share Registrar or by email to [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk), you will be deemed to have agreed to receive the Website Version in place of receiving printed copies of all future Corporate Communications, and a notification of the publication of the Corporate Communications will be sent to you in the future.**

**If no valid and functional email address is provided by you in the Reply Form, the Company will send to you by post at your address as appearing in the Company’s register of members maintained by the Share Registrar, (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 a functional email address to the Share Registrar for receiving the same.**

If you want to receive the Corporate Communications and Actionable Corporate Communications in printed form, please complete the Reply Form on the reverse side and send it to the Share Registrar or send an email to [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications and Actionable Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

By order of the Board  
China Tobacco International (HK) Company Limited  
SHAO Yan  
Chairman

*Note: Actionable Corporate Communications refer to 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.*



**REPLY FORM 回條**

**To: Computershare Hong Kong Investor Services Limited (The "Share Registrar") 致: 香港中央證券登記有限公司 (「股份過戶處」)**  
 17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號  
 183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

(Please **choose ONLY ONE** of the options below)

(請從以下選項中**只選擇其中一項**)

<p><b>Option 1:</b> Provide your email address for receipt of future Corporate Communications* and Actionable Corporate Communications** of the Company via electronic dissemination by scanning <u>your personalized QR code</u></p> <p><b>選項 1:</b> 掃描 <u>閣下專屬二維碼</u>提供 閣下之電子郵件地址, 以接收公司通過電子方式發佈的未來公司通訊* 及可供採取行動的公司通訊**</p> <p style="text-align: center;">You are <b>NOT required</b> to return this Reply Form if you choose Option 1. 如選擇了選項 1, 閣下<b>無須</b>交回本回條。</p>	<p><b>Personalized QR Code</b> <b>專屬二維碼</b></p>
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<p><b>Option 2:</b> I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* and Actionable Corporate Communications** of the following listed company (the "Company") via electronic dissemination.</p> <p><b>選項 2:</b> 本人/吾等現以書面提供本人/吾等之電子郵件地址, 以確保收到以下上市公司 (「公司」) 通過電子方式發佈的未來公司通訊* 及可供採取行動的公司通訊**</p> <p>Name of Securities holder(s) 證券持有人姓名: _____ Name of the listed company 上市公司名稱: <u>China Tobacco International (HK) Company Limited</u> <u>中煙國際 (香港) 有限公司</u></p> <p>Email address 電郵地址: (Notes 3 / 附註 3)  <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> </p>																					

<p><b>Option 3:</b> I/we hereby request for receipt of Corporate Communications* and Actionable Corporate Communications** in printed form (Please mark "✓" in the below box if applicable)</p> <p><b>選項 3:</b> 本人/吾等現要求收取公司通訊*及可供採取行動的公司通訊**印刷本 (如適用, 請在以下方格內劃上「✓」號)</p> <p>receive future Corporate Communications* and Actionable Corporate Communications** in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5) 收取未來公司通訊*及可供採取行動的公司通訊**的印刷本, 並已知悉本指示由收取指示日期起計一年內有效。(附註 5)</p> <p><input type="checkbox"/> Printed English version 英文印刷本 <input type="checkbox"/> Printed Chinese version 中文印刷本 <input type="checkbox"/> Printed English and Chinese versions 中、英文印刷本</p>	
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Signature(s): (Notes 1) 簽名: (附註 1)	Contact number: 聯絡電話號碼: _____	Date: 日期: _____
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Notes 附註:

1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚填寫閣下之所有資料。如屬聯名股東, 則本回條須由所有聯名股東聯合簽署, 方為有效。
2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不正確, 則本回條將會作廢。
3. If the Company does not receive a functional email address in your reply, you will receive a notification letter of the publication of the Corporate Communications\* on the Company's website and receive the Actionable Corporate Communications\*\* in printed form. 如公司沒有收到閣下的有效電子郵件地址, 閣下將收取有關公司通訊\*已在本公司網站登載的通知函, 並且將收到可供採取行動的公司通訊\*\*印刷本。
4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered. 如閣下通過二維碼、電郵、回條及/或其他方法提供多於一個的電子郵件地址, 閣下最後提供的電子郵件地址將會被用於登記。
5. If you mark "✓" in one of the boxes in Option 3, no email address will be registered and only Corporate Communications\* and Actionable Corporate Communications\*\* in printed form will be received. 如閣下在選項 3 其中一個空格方格內劃上「✓」號, 將不會有電子郵件地址被登記, 只有公司通訊\*及可供採取行動的公司通訊\*\*的印刷本會被收取。
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑, 在本回條上的任何額外指示, 公司將不予處理。
- \* Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明, 公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件, 其中包括但不限於年報、中期報告、會議通告、通告及代表委任表格。
- \*\* Actionable Corporate Communications refer to 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. 可供採取行動的公司通訊指由本公司發出任何涉及要求股東指示其擬如何行使有關公司股東權利或作出選擇的公司通訊, 包括但不限於有關派付股息的選擇表格、有關供股或公開招股的額外申請表格、有關公開招股既定配額的申請表格、有關收購、合併及股份回購的接納表格, 以及有關供股的暫定配額通知書。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). 本聲明中所指的「個人資料」與香港法例第 486 章 (個人資料 (私隱) 條例) (「私隱條例」) 中「個人資料」的涵義相同。

(ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於(包括但不限於)有關公司以電子方式發佈公司通訊\*及就閣下持有的公司證券有關的其他事宜上與閣下聯絡, 閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料, 本公司可能無法處理閣下在本回條上所述的指示及/或要求。

(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 公司可就任何所說明的用途或在法規規定的情況下, 將閣下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及/或其他公司或團體, 並將在適當期間保留該等個人資料作核實及紀錄用途。

(iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk). 閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)向香港隱私主任提出, 或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

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
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Please cut the mailing label and stick it on an envelope to return this form to us.  
**No postage is necessary if posted in Hong Kong.**

當閣下寄回此回條時, 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。