



CNBM

China National Building Material Company Limited

中國建材股份有限公司

(a joint stock limited company incorporated in the People's Republic of China with limited liability of its members)

(在中華人民共和國註冊成立的成員責任有限的股份有限公司)

(Stock Code 股份代號：3323)

15 March 2024

Dear Non-registered Shareholder,

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules (the "Listing Rules") Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Stock Exchange") effective from 31 December 2023, China National Building Material Company Limited (the "Company") has adopted new arrangement to disseminate corporate communications<sup>(Note)</sup> ("Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except upon request. 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 <http://www.cnbmtd.com> and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk) (the "Website Version") in place of printed copies.

**The Company will not send a notice of publication of the Website Version of Corporate Communications to its Non-registered Shareholders. You are encouraged to proactively monitor the availability of all future Corporate Communications on the websites of the Company and the Stock Exchange and access the Website Version of Corporate Communications. The Shareholders who wish to be notified of Corporate Communications may subscribe to the free News Alert service on the Stock Exchange's website ([www.hkexnews.hk](http://www.hkexnews.hk)).**

If you wish to receive printed copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company's H share registrar in Hong Kong (the "H Share Registrar"), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [cnbm3323-ecom@hk.tricorglobal.com](mailto:cnbm3323-ecom@hk.tricorglobal.com). Please note that (i) selected instruction made previously to receive printed copies of Corporate Communications will be expired on 20 March 2024; and (ii) elect to receive a printed version of all future Corporate Communications will be valid from the receipt date of the Non-registered Shareholder's instruction to 31 December 2025 unless being revoked or superseded (whichever is earlier). Therefore, further request in writing will be required if a Non-registered Shareholder prefers to continue receiving printed copies of future Corporate Communications.

As a Non-registered Shareholder, pursuant to the "Listing Rules" if you wish to receive the Actionable Corporate Communications, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares in the Company are held (collectively, the "Intermediaries") to make necessary and effective arrangements and provide your email address to your Intermediaries (where applicable).

Should you have any queries relating to any of the above matters, please call the H Share Registrar hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to [cnbm3323-ecom@hk.tricorglobal.com](mailto:cnbm3323-ecom@hk.tricorglobal.com).

By Order of the Board  
China National Building Material Company Limited  
Pei Hongyan  
Secretary of the Board

Note: Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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.

Actionable Corporate Communications<sup>(Note)</sup> refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders, such as election forms in connection with a dividend payment (e.g. choice of scrip or cash dividend, currency), excess application forms in connection with a rights issue, acceptance forms in connection with takeovers, mergers and share buy-backs (including acceptance forms in general offers and acceptance and approval form in partial offers).

各位非登記股東：

以電子方式發布企業通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」），中國建材股份有限公司（「本公司」）採納以電子方式向其非登記持有人發佈企業通訊<sup>(附註)</sup>（「企業通訊」）的新安排。日後所有企業通訊的中、英文版本均透過本公司網站（<http://www.cnbmtd.com>）及聯交所網站（[www.hkexnews.hk](http://www.hkexnews.hk)）（「網站版本」）以電子方式向非登記持有人提供並僅會於個別非登記持有人要求時才向其發送印刷本。

本公司不會向非登記股東發出企業通訊網站版本的登載通知。本公司鼓勵閣下主動留意本公司及聯交所網站上所有日後的企業通訊的登載情況，並自行瀏覽企業通訊的網站版本。股東如希望收到有關企業通訊的通知，可以訂閱聯交所網站（[www.hkexnews.hk](http://www.hkexnews.hk)）的免費訊息提示服務。

若閣下希望收取日後企業通訊之印刷版，請填妥本函背頁之申請表格並交回本公司的香港H股過戶登記處（「H股過戶登記處」）卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至 [cnbm3323-ecom@hk.tricorglobal.com](mailto:cnbm3323-ecom@hk.tricorglobal.com)。請注意，(i) 過往已選擇收取企業通訊印刷版之指示將於2024年3月20日過期；及(ii) 本次選擇收取未來企業通訊印刷版之指示由收悉日起直至2025年12月31日到期前有效，除非被撤銷或取代（以較早者為準）。在此情況下，若非登記股東希望繼續收到日後企業通訊的印刷本，則需要再作書面要求。

作為非登記股東，如有意根據《上市規則》收取可供採取行動的企業通訊<sup>(附註)</sup>，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」）進行必要和有效的安排，並向閣下的中介公司提供閣下的地址或電子郵件地址（如適用）。

如閣下對本函內容有任何疑問，請致電H股過戶登記處熱線 (852) 2980 1333，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，或電郵至 [cnbm3323-ecom@hk.tricorglobal.com](mailto:cnbm3323-ecom@hk.tricorglobal.com)。

承董事會命  
中國建材股份有限公司  
裴鴻雁  
董事會秘書

2024年3月15日

附註：企業通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於 (a) 董事會報告，公司年度賬目連同核數師報告以及（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；及 (f) 代表委任表格。

可供採取行動的企業通訊是指任何涉及要求本公司股東指示其擬如何行使其有關本公司股東權利或作出選擇的的企業通訊，例如有關派付股息的選擇表格（例如選擇以股息或現金股息、貨幣）、有關供股的額外申請表格及暫定配額通知書、有關收購、合併及股份回購的接納表格（包括全面要約的接納表格以及部分要約的接納及批准表格）。

## REQUEST FORM 申請表格

To: China National Building Material Company Limited (Stock Code: 3323) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: 中國建材股份有限公司  
(股份代號: 3323) (「本公司」)  
經卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered holder, if you wish to receive Actionable Corporate Communications<sup>2</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") to make necessary and effective arrangements and provide your address or email address to your Intermediaries (if applicable).

作為非登記持有人，如有意根據《上市規則》收取可供採取行動的企業通訊<sup>2</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」）進行必要和有效的安排，並向閣下的中介公司提供閣下的地址或電子郵件地址（如適用）。

I/We would like to receive all future Corporate Communications of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取本公司之所有日後企業通訊：

(Please mark (X) in ONLY ONE of the following boxes):

(請僅在下列其中一個空格內劃上「X」號):

<input type="checkbox"/>	To receive the <b>printed English version</b> ONLY for all future Corporate Communications <sup>5</sup> ; <b>OR</b> 僅收取所有日後企業通訊的 <b>英文印刷本</b> <sup>5</sup> ; 或
<input type="checkbox"/>	To receive the <b>printed Chinese version</b> ONLY for all future Corporate Communications <sup>5</sup> ; <b>OR</b> 僅收取所有日後企業通訊的 <b>中文印刷本</b> <sup>5</sup> ; 或
<input type="checkbox"/>	To receive the <b>printed English and Chinese versions</b> of all future Corporate Communications. 同時收取所有日後企業通訊的 <b>英文和中文印刷本</b> 。

Signature:

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

(English 英文) 聯絡電話:

(in block letters 請以正楷填寫)

Postal Address:

郵寄地址:

### Notes 附註:

- This letter is addressed to Non-registered Shareholders ("Non-registered Shareholder" means such person or company whose shares are held in The Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication).  
此信件乃向本公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取企業通訊）發出。
- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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.  
Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders, such as election forms in connection with a dividend payment (e.g. choice of scrip or cash dividend, currency), excess application forms in connection with a rights issue, acceptance forms in connection with takeovers, mergers and share buy-backs (including acceptance forms in general offers and acceptance and approval form in partial offers).  
企業通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於 (a) 董事會報告，公司年度帳目連同核數師報告以及（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；及 (f) 代表委任表格。  
可供採取行動的企業通訊是指任何涉及要求本公司股東指示其擬如何行使其有關本公司股東權利或作出選擇的企業通訊，例如有關派付股息的選擇表格（例如選擇以股息或現金股息、貨幣）、有關供股的額外申請表格及暫定配額通知書、有關收購、合併及股份回購的接納表格（包括全面要約的接納表格以及部分要約的接納及批准表格）。
- Please complete all the items. If no box, or more than one box, is marked "X", or any signature or other information is incorrectly completed, the Company reserves its right to treat this Request Form for Non-Registered Shareholder(s) as void.  
請閣下填妥所有資料。倘未有在任一個空格或在超過一個空格劃上「X」號，或任何簽名及其他內容填寫錯誤，本公司保留權利將本非登記股東申請表格視為無效。
- For the avoidance of doubt, we do not accept any other special instructions written on this Request Form for Non-Registered Shareholder(s).  
為免存疑，本公司概不接受於本非登記股東申請表格上書寫之任何其他特別指示。
- If both English and Chinese versions of a Corporate Communication are combined into one document, a printed version of the Corporate Communication in both English and Chinese will be sent to the Non-Registered Shareholders requesting for any of the printed versions.  
若企業通訊的英文版本及中文版本合併為一份文件，則一份載有企業通訊的英文版本及中文版本的印刷版本將寄給要求索取任何一版本企業通訊印刷本的非登記股東。
- Selected instruction made previously to receive printed copies of Corporate Communications will be expired on 20 March 2024. This request for printed copy of Corporate Communications will be valid until 31 December 2025 or being revoked or superseded (whichever is earlier). Further request in writing will be required if you prefer to continue receiving printed copies of future Corporate Communications.  
過往已選擇收取企業通訊印刷本之指示將於 2024 年 3 月 20 日過期。此印刷本要求將一直有效至 2025 年 12 月 31 日或被撤銷或取代（以較早者為準）止。如閣下希望繼續收取日後企業通訊的印刷本，則需要再作書面要求。
- Should you have any queries in relation to this Request Form for Non-Registered Shareholder(s), please call the enquiry hotline of the Company's H share registrar in Hong Kong, Tricor Investor Services Limited, at (852)2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. from Mondays to Fridays, excluding Hong Kong public holidays.  
倘閣下對本非登記股東申請表格有任何疑問，請致電本公司的香港 H 股過戶登記處卓佳證券登記有限公司諮詢熱線(852) 2980 1333 查詢，辦公時間為星期一至星期五（香港公眾假期除外）上午九時至下午六時。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料（私隱）條例》（「《私隱條例》」）中「個人資料」的涵義，包括但不限於，閣下的名稱、聯絡電話號碼、電子郵箱地址及郵寄地址。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

經郵寄: 個人資料私隱主任  
卓佳證券登記有限公司  
香港夏愨道 16 號  
遠東金融中心 17 樓

By email to: is-enquiries@hk.tricorglobal.com

經電郵: is-enquiries@hk.tricorglobal.com

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。

### Mailing Label 郵寄標籤

Tricor Investor Services Limited

卓佳證券登記有限公司

Freepost No. 簡便回郵號碼: 10 GPO

Hong Kong 香港