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BEIJING TONG REN TANG CHINESE MEDICINE COMPANY LIMITED

北京同仁堂國藥有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 3613)

**ELECTION OF MEANS OF RECEIPT AND LANGUAGE OF
CORPORATE COMMUNICATIONS**

The Company announces that pursuant to Rules 2.07A and 2.07B of the Listing Rules, the Articles of Association and the Companies Ordinance, arrangements are being made to offer Shareholders the options to elect for the means of receipt (in printed form or by Website Version) and the language(s) (in English only, in Chinese only or in both English and Chinese) of the Company's future Corporate Communications.

In support of environmental protection, the Company recommends its Shareholders to elect for the Website Version for receiving the future Corporate Communications.

ARRANGEMENTS

In accordance with Rules 2.07A and 2.07B of the Listing Rules, the Articles of Association and the Companies Ordinance, the following arrangements will be made by the Company:

1. The First Letter dated 20 March 2024 will be sent by the Company together with the Reply Form, in both English and Chinese, to the Shareholders to enable them to elect any of the following options:

- (i) to access the Website Version of all future Corporate Communications, instead of receiving printed copies by post, and receive a notification letter either by post or by email for the publication of the Corporate Communications on the Company's website; or
- (ii) to receive by post the printed English version of all future Corporate Communications only; or
- (iii) to receive by post the printed Chinese version of all future Corporate Communications only; or
- (iv) to receive by post both the printed English and Chinese versions of all future Corporate Communications.

The Reply Form should be completed and signed by the Shareholders and then returned by post using the mailing label at the bottom of the Reply Form or by hand delivery to the Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong on or before 17 April 2024.

The First Letter explains that if the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from the Shareholder by 17 April 2024, the Shareholder will be deemed to have consented to read all future Corporate Communications in Website Version, the Company will send to the Shareholder a notice of publication of the Website Version of Corporate Communications and the Actionable Corporate Communications in printed form, by post at the Shareholder's address as appearing in the Company's register of members maintained by the Share Registrar, until the Shareholder inform the Share Registrar or such time when the Shareholder has provided a valid and a functional email address to the Share Registrar for receiving the same.

2. For those Shareholders who wish to receive the Corporate Communications in printed form can select to receive the English version only, the Chinese version only, or both English and Chinese versions. The Company will send the selected language version(s) of the Corporate Communications to those Shareholders who have made a selection unless and until they inform the Share Registrar by reasonable prior notice in writing or by sending an email to beijingtongrentang.ecom@computershare.com.hk that they wish to receive the Corporate Communications in the other (or both) language(s) (as the case may be), or by the Website Version. Such instruction for receiving the future Corporate Communications in printed form shall be valid for one year starting from the receipt date of the Shareholder's instruction and will expire thereafter.

3. When each of the printed Corporate Communications is sent in accordance with the arrangements described above, the Second Letter together with the Request Form, in both English and Chinese, will be attached to or printed at some prominent place in the relevant Corporate Communications. By completing and returning the Request Form to the Share Registrar by post or by email, a Shareholder may change the choice of means of receipt and/or the language of future Corporate Communications.
4. For Shareholders who elect to receive the Website Version of future Corporate Communications, the Company will request such Shareholders to provide an email address in the Reply Form for the purposes of receiving (i) email notifications for the publication of the relevant Corporate Communications on the Company's website as and when Corporate Communications are published on the Company's website; and (ii) all future Actionable Corporate Communications in electronic form from the Company. It is the responsibility of the Shareholders to provide email address that is functional. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery" message. If no valid and functional email address is provided by a Shareholder in the Reply Form, the Company will send to such Shareholder by post, (i) a notification letter for the publication of Corporate Communications on the Company's website; and (ii) all future Actionable Corporate Communications in printed form, until such time when such Shareholder has provided a valid and functional email address to the Company and/or the Share Registrar for receiving the same.
5. For those Shareholders who choose, or are deemed to have consented, to receive the Website Version, if for any reason, such Shareholders have difficulty in receiving or gaining access to the Company's website or wish to receive a printed version of all future Corporate Communications, upon request in writing by the Shareholder to the Share Registrar or by email to beijingtongrentang.com@computershare.com.hk, the relevant Corporate Communications will be promptly sent to such Shareholders in printed form free of charge.
6. All future Corporate Communications in both English and Chinese and in accessible format will be available on the Company's website at cm.tongrentang.com and the Stock Exchange's website at www.hkexnews.hk.
7. Shareholders shall have the right at any time by reasonable prior notice in writing to the Share Registrar or by sending a prior notice by email at beijingtongrentang.com@computershare.com.hk specifying their name, address and request, to change the means of receipt and/or the language of the Corporate Communications.

8. If Shareholders have any queries relating to the Company’s arrangements set out above, 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), Monday to Friday, excluding Hong Kong public holidays.
9. The First Letter and the Second Letter will mention that Corporate Communications in both English and Chinese languages will be available from the Share Registrar upon request, as well as on the Company’s website and the website of the Stock Exchange, and the telephone hotline service has been provided.

DEFINITIONS

In this announcement, unless the context otherwise requires, the following terms have the meanings set out below:

“Actionable Corporate Communications”	any corporate communication that seeks instructions from the Company’s securities holders on how they wish to exercise their rights or make an election as the Company’s securities holders
“Articles of Association”	the new articles of association of the Company
“Board”	the board of directors of the Company
“Company”	Beijing Tong Ren Tang Chinese Medicine Company Limited, a limited company incorporated in Hong Kong, the shares of which are listed on the Main Board of the Stock Exchange
“Companies Ordinance”	Companies Ordinance (Chapter 622 of the Laws of Hong Kong)
“Corporate Communications”	any documents issued or to be issued by the Company for the information or action of holders of any of the Company’s 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
“Director(s)”	the director(s) of the Company
“First Letter”	a letter dated 20 March 2024 to be sent by the Company to the Shareholders together with the Reply Form

“Hong Kong”	the Hong Kong Special Administrative Region of the People’s Republic of China
“Listing Rules”	The Rules Governing the Listing of Securities on the Stock Exchange (as amended from time to time)
“Reply Form”	a pre-paid reply form (a stamp is not needed for posting in Hong Kong) to be sent together with the First Letter
“Request Form”	a pre-paid request form (a stamp is not needed for posting in Hong Kong) to be sent together with the Second Letter
“Second letter”	a letter to be sent by the Company to the Shareholders together with the Request Form
“Shareholder(s)”	the shareholder(s) of the Company
“Share Registrar”	Computershare Hong Kong Investor Services Limited, the Hong Kong share registrar of the Company
“Stock Exchange”	The Stock Exchange of Hong Kong Limited
“Website Version”	the version of Corporate Communications in electronic form published, in both English and Chinese, on the Company’s website

By order of the Board
Beijing Tong Ren Tang
Chinese Medicine Company Limited
Gu Hai Ou
Chairman

Hong Kong, 20 March 2024

As at the date of this announcement, the composition of the Board is as follows:

Executive Directors:

Mr. Gu Hai Ou (*Chairman*)
Mr. Yu Jin
Mr. Chen Fei

Independent Non-executive Directors:

Mr. Tsang Yok Sing, Jasper
Mr. Xu Hong Xi
Mr. Chan Ngai Chi

Non-executive Director:

Ms. Feng Li