



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)

(於香港註冊成立之有限公司)

(Stock Code / 股份代號: 3613)

20 March 2024

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rules 2.07A and 2.07B of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, and in compliance with the new articles of association of Beijing Tong Ren Tang Chinese Medicine Company Limited (the “Company”) and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), 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 cm.tongrentang.com and the HKEXnews website at www.hkxnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by completing, signing and returning the reply form (the “Reply Form”) on the reverse side 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.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 17 April 2024, and until you inform the Share Registrar, you are deemed to have consented to read all future Corporate Communications published on the website of the Company at cm.tongrentang.com (the “Website Version”), and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you in future.

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 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. 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 you a notice of publication of the Website Version of Corporate Communications and the Actionable Corporate Communications^(Note) in printed form, by post at your address as appearing in the Company’s register of members maintained by the Share Registrar, 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 in printed form, please complete the Reply Form on the reverse side and send it to the Share Registrar or send an email to beijingtongrentang.ecom@computershare.com.hk specifying your name, address and request to receive the 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), Monday to Friday, excluding Hong Kong public holidays.

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

Note: Actionable Corporate Communication is 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 holder.

各位登記股東：

以電子方式發布公司通訊之安排

根據於 2023 年 12 月 31 日起生效的香港聯合交易所有限公司證券上市規則（「上市規則」）第 2.07A 及 2.07B 條擴大無紙化制度及以電子方式發布公司通訊規定，在符合北京同仁堂國藥有限公司（「本公司」）的新組織章程細則以及（香港法例第 622 章）《公司條例》之下，本公司謹此通知閣下，本公司已採用以電子方式發布公司通訊（「公司通訊」）之安排，該公司通訊是指本公司發出或將予發出以供任何本公司證券持有人參照或採取行動的任何文件，包括但不限於(a) 董事會報告、年度帳目以及審計報告副本以及財務摘要報告（如適用）；(b) 中期報告及其中期報告摘要（如適用）；(c) 會議通知；(d) 上市文件；(e) 通函和 (f) 代表委任表格。

請注意，所有日後公司通訊的英文版和中文版將在本公司網站 cm.tongrentang.com 和披露易網站 www.hkxnews.hk 上提供，以代替印刷本。

徵集電子聯絡資料

為確保及時收到最新的公司通訊，本公司建議閣下透過填妥、簽署本函背頁之回條（「回條」）並交回本公司的香港股份過戶登記處（「股份過戶處」）香港中央證券登記有限公司，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，以提供閣下的電郵地址。

倘若本公司於 2024 年 4 月 17 日之前尚未收到閣下已填妥並簽署之回條或表示反對之任何書面回覆，閣下將被視為已同意瀏覽於本公司網站 cm.tongrentang.com（「網上版本」）上的所有日後公司通訊，而本公司日後將向閣下發送已在本公司網站登載的公司通訊之通知，直至閣下通知股份過戶處。

如閣下選擇接收日後公司通訊的網上版本，閣下需要在回條中提供電郵地址，以便接收公司通訊登載於本公司網站時有關本公司網站發布相關公司通訊的電郵通知。若閣下在回條中沒有提供有效且可用的電郵地址，或閣下被視為已同意接收日後公司通訊的網上版本，本公司將根據股份過戶處所存置的股東名冊上所示的地址透過郵寄方式向閣下發送公司通訊網站版本的登載通知及以印刷本形式發送可供採取行動的公司通訊^(Note)，直至閣下向股份過戶處提供有效且可用的電郵地址以接收該等公司通訊。

若閣下希望收取日後公司通訊之印刷版，請填妥背頁回條並交回股份過戶處，或發送電子郵件至 beijingtongrentang.ecom@computershare.com.hk，並註明閣下的姓名、地址以及收取公司通訊印刷版的要求。請注意，收取日後公司通訊印刷版之指示由收悉閣下指示當日起計一年內有效，此後將過期。

如閣下對本函件有任何疑問，請於星期一至星期五（香港公眾假期除外）上午 9 時正至下午 6 時正（香港時間）辦公時間內致電股份過戶處 (852)2862 8688 查詢。

承董事會命
北京同仁堂國藥有限公司
主席
顧海鵬

2024 年 3 月 20 日

附註：可供採取行動的公司通訊指任何涉及及要求公司的證券持有人指示其擬如何行使其有關證券持有人的權利或選擇而發出之公司通訊。

