

# 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)

## NOTIFICATION LETTER 通知信函

Dear registered shareholder(s),

23 April 2024

# Beijing Tong Ren Tang Chinese Medicine Company Limited (the "Company") – Notice of Publication of 2023 Annual Report (the "Current Corporate Communications")

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited ("Stock Exchange") at <a href="www.hkexnews.hk">www.hkexnews.hk</a> and the Company's website at <a href="cm.tongrentang.com">cm.tongrentang.com</a>. For the shareholders who have selected to receive the Company's corporate communications (the "Corporate Communications" (Note 1) in printed version or if you are a new registered shareholder (i.e. if you previously have not received Company's letter in relation to seeking your preference on means of receipt of Corporate Communications), enclosed is the Current Corporate Communications of the Company in printed version. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website for any reason, please send your request (specifying your name, address and request) by email at <a href="mailto:beijingtongrentang.ecom@computershare.com.hk">beijingtongrentang.ecom@computershare.com.hk</a> or by notice in writing 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. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

#### Arrangement of Electronic Dissemination of Corporate Communications and Solicitation of Electronic Contact Details

Pursuant to Rules 2.07A and 2.07B of the Rules Governing The Listing of Securities on the Stock Exchange 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 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. 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 <a href="mailto:cmt.ongrentang.com">cmt.ongrentang.com</a> and the HKEXnews website at <a href="www.hkexnews.hk">www.hkexnews.hk</a> in place of printed copies. To ensure timely receipt of the latest Corporate Communications, the Company recommends you provide your email address by completing, signing and returning the request form (the "Request Form") on the reverse side to the Share Registrar.

If you are a new registered shareholder, we would like to seek your consent of receiving the Company's Corporate Communications via electronic means. If the Company does not receive the duly completed and signed Request Form or any response in writing indicating any objection from you by 21 May 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 <a href="mailto:cm.tongrentang.com">cm.tongrentang.com</a> (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 Request 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 Request Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communications, (Company will send to you an otice of publication of the Website Version of Corporate Communications and the Actionable Corporate Communications, (Note 2) 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 Request 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 1: Corporate Communication means 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 (ff a proxy form.

Note 2: 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:

### 北京同仁堂國藥有限公司(「本公司」) - 有關 2023 年年報(「本次公司通訊文件」)之發布通知

本公司的本次公司通訊文件備有中、英文版本,並已上載於香港聯合交易所有限公司(「**聯交所**」)網站 www.hkexnews.hk 及本公司網站 cm.tongrentang.com,歡迎瀏覽。若股東之前選取收取本公司公司通訊(「**公司通訊**」(離2))之印刷版本或 閣下是新登記股東(即若 閣下之前沒有收到本公司關於向 閣下徵求選擇公司通訊方式的信函),現奉上公司通訊之印刷版本。 閣下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難, 閣下可將要求(註明 閣下的姓名、地址及要求)以電郵方式發送到電郵地址 beijingtongrentang.com@computershare.com.hk 或以書面方式郵寄致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。本公司將於接到 閣下通知後,盡快向 閣下免費發送有關本次公司通訊文件的印刷本。

#### 以電子方式發布公司通訊之安排及徵集電子聯絡資料

根據於 2023 年 12 月 31 日起生效的聯交所證券上市規則(「**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之安排。 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.hkexnews.hk 上提供,以代替印刷本。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、簽署本函背頁之申請表格(「**申請表格**」)並交回股份過戶處,以提供 閣下的電郵地址。

倘若 閣下是新登記股東,本公司徵求 閣下同意,透過電子方式接收公司通訊。倘若本公司於 2024 年 5 月 21 日之前尚未收到 閣下已填妥並簽署之申請表 格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, 閣下需要在申請表格中提供電郵地址,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 閣下在申請表格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《<sup>確如</sup>》,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,請填妥背頁申請表格並交回股份過戶處,或發送電子郵件至 <u>beijingtongrentang.ecom@computershare.com.hk</u>,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 顧海鷗

2024年4月23日

附註1: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。



REOUEST	FODM	申請表格
KEUUESI	FUKM	中胡衣馅

To: Beijing Tong Ren Tang Chinese Medicine Company Limited (the "Company", Stock Code: 03613)

c/o Computershare Hong Kong Investor Services Limited (the "Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中只**選擇其中一項**)

致: 北京同仁堂國藥有限公司 (「本公司」·股份代號:03613) 經香港中央證券登記有限公司(「股份過戶處」) 香港灣仔皇后大道東 183 號

合和中心 17M 樓

Personalized QR Code 專屬二維碼

Option 1:

Provide your email address for receipt of future Corporate Communications\* of

the Company via electronic dissemination by scanning your personalized QR code

選項1:

掃描 閣下專屬二維碼提供 閣下之電子郵件地址,以接收本公司通過電子方式 發布的未來公司通訊

You are <b>NOT required</b> to return this <b>Re</b> q 如選擇了選項 1. 閣下 <b>無須</b> 交回本申	• •		
Option 2: I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* of the Company via electronic dissemination 選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址,以確保收到本公司通過電子方式發布的未來公司通訊。			
Name of Securities holder(s) 證券持有人姓名:			
Email address 電郵地址: (Note 3 / 附註3)			
Option 3: I/we hereby request for receipt of Corporate Communications* of the Company in printed copy and noted that this instruction is valid only for one			
year starting from the receipt date of instruction. (Note 5) (Please mark "✓" in the below box if applicable)			
選項3: 本人/吾等現要求收取本公司之公司通訊 <sup>*</sup> 印刷本·並已知悉本指示由收取指示日期起計一年內有效。( <i>附註5</i> )(如適用·請在以下方格內劃上「✓」號)			
Printed English Version 英文印刷本	Printed Chinese Version 中文印刷本	Printed English and Chinese Versions 英文及中文印刷本	
Signature(s): <sup>(Note 1)</sup> 簽名: <sup>(附註 1)</sup>	Contact number:	Date: 日期:	
競名: <sup>(///= 2)</sup>	———— 聯絡電話號碼: ————		
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 Request Form in order to be valid.			
請清楚填妥 閣下之所有資料。如屬聯名般東·則本申請表格須由所有聯名般東聯合簽署·方為有效。  2. Any Request Form with no signature or otherwise incorrectly completed will be void.			
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如本公司沒有收到「閣下的有效電子郵件地址・「閣下將無法通過電郵收到有關發布公司通訊*的通知。」			
4. If you provide more than one email address by QR code, email, Request 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、申請表格及/或其他方式提供多於一個的電子郵件地址・只有 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 the box in Option 3, no email address will be registered and only Corporate Communications* in printed form will be received. 如 間下在選項 3 方格内劃上「√」號・將不會有電子郵件地址被登記・只會收取公司通訊*的印刷版*			
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Request Form.  為免存疑·在本申請表格上的任何額外指示·本公司將不予處理。			

rate 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. 旅岸另有註即,公司通訊/技术公司载出现都不多载出收集其任何遇券的持有人参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、通函及代表委任表格。

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

- (i)
- (ii)

- (iv)

Mailing Label 郵寄標籤

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

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。