



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

23 April 2024

Dear non-registered shareholder(s),

**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 www.hkexnews.hk and the Company’s website at cm.tongrentang.com. For the non-registered holders who have selected to receive the Company’s corporate communications (the “Corporate Communications”^(Note)) in printed version, enclosed is the Current Corporate Communications in the language you have expressly chosen to receive. 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 beijingtongrentang.ecom@computershare.com.hk 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

Pursuant to Rules 2.07A and 2.07B of the Rules Governing The Listing of Securities on the Stock Exchange (the “Listing Rules”) 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 cm.tongrentang.com and the HKEXnews website at www.hkexnews.hk in place of printed copies. A notice of publication of the Website Version of Corporate Communications, in both English and Chinese, will be sent by the Company to its shareholders by email or by post (only if the Company does not possess the functional email address of the shareholder) on the publication date of the Corporate Communications.

As a non-registered shareholder, if you wish to receive Corporate Communications from the Company 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”) and provide your functional email address to your Intermediaries. If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, the Company will act according to the above arrangements.

If you want to receive the Corporate Communications in printed form, please complete and return the Request Form on the reverse side 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. 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: 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 (f) a proxy form.

各位非登記股東：

**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。若非登記股東之前選取收取本公司公司通訊（「公司通訊」^(附註)）之印刷版本，現奉上述閣下之前所選擇的閱讀語言編製之公司通訊。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.ecom@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

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 條及第 2.07B 條擴大無紙化制度及以電子方式發布公司通訊規定，以及符合本公司的新組織章程細則及（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，所有未來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。本公司將於公司通訊刊發日期通過電子郵件方式或郵寄方式（僅在本公司沒有獲取股東有效的電郵地址時）向股東發送公司通訊網站版本的登載通知，該通知將同時提供英文和中文版本。

作為非登記股東，如有意根據《上市規則》收取公司通訊，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」），並向閣下的中介公司提供閣下有效的電郵地址。如果本公司沒有從中介公司收到閣下的有效電郵地址，直至閣下提供有效的電郵地址予中介公司前，本公司將按上述安排辦理。

若閣下希望收取公司通訊之印刷版，請填妥本函背頁之申請表格並交回股份過戶處或發送電郵至 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。如閣下對本函有任何疑問，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：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。

REQUEST FORM 申請表格

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

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

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications* of the Company 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") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取本公司之公司通訊*，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」），並向閣下的中介公司提供閣下的電子郵件地址。

Request for Corporate Communications* of the Company in printed form 要求收取本公司之公司通訊*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

- I/we would like to receive future Corporate Communications* of the Company in printed English version.
本人／我們欲收取本公司未來之公司通訊*的英文印刷版。
- I/we would like to receive future Corporate Communications* of the Company in printed Chinese version.
本人／我們欲收取本公司未來之公司通訊*的中文印刷版。
- I/we would like to receive future Corporate Communications* of the Company in printed English and Chinese versions.
本人／我們欲收取本公司未來之公司通訊*的英、中文印刷版。

Name(s) of Non-registered holder(s):

非登記股東姓名：

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature(s):

簽名：

Contact number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- This letter is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications*). 此函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，表示欲收取公司通訊*）發出。
- Please complete all your details clearly.
請閣下清楚填寫所有資料。
- Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void.
如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- 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。

* 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，公司通訊乃指本公司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、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料聲明

- "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。
- Your Personal Data provided in this Request Form will be used in connection with the Company's electronic dissemination of Corporate Communications*. 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 instructions and/or requests as stated in this Request Form. 閣下於本申請表格所提供的個人資料將用於有關本公司以電子方式發布公司通訊*的事宜上。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申請表格上所述的指示及/或要求。
- 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. 本公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給本公司的附屬公司、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。
- 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. 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。

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.

當閣下寄回此回條時，請將郵寄標籤貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。