



中煙國際（香港）有限公司  
China Tobacco International (HK) Company Limited  
(Incorporated in Hong Kong with limited liability)  
(於香港註冊成立的有限公司)  
(Stock Code 股份代號: 6055)

NOTIFICATION LETTER 通知信函

23 April 2024

Dear registered Shareholder,

**China Tobacco International (HK) Company Limited (the “Company”)  
– Notice of Publication of 2023 Annual Report, Circular, Notice of Annual General Meeting, and Proxy Form (the “Current Corporate Communications”) and  
2023 Environmental, Social and Governance Report**

The Company’s Annual General Meeting will be held on Friday, 17 May 2024 at 3:00 p.m. on 17/F, Tower A, China Life Center, One Harbour Gate, 18 Hung Luen Road, Hung Hom, Kowloon, Hong Kong.

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 (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk) and the Company’s website at [www.ctihk.com.hk](http://www.ctihk.com.hk). For the shareholders who have selected to receive the Company’s Corporate Communications in printed version, enclosed is the Current Corporate Communications of the Company in both English and Chinese versions / 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 [ctihk.ecom@computershare.com.hk](mailto:ctihk.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.

To ensure timely receipt of future Corporate Communications and Actionable Corporate Communications, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “Reply Form”). Alternatively, you may sign and return the Reply Form to the Share Registrar at the address above. If no valid and functional email address is provided by you in the Reply Form, the Company will send to you by post at your address as appearing in the Company’s register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications in printed form, 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 future Corporate Communications and/or Actionable Corporate Communications in printed form, please complete and return the Reply Form to the Share Registrar or send an email to [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications and/or Actionable Corporate Communications in printed form. Please note that your request shall be valid for one year starting from the receipt date of your Reply Form and will expire thereafter, unless it is revoked or superseded before its expiry.

Please be reminded that provision of your correct and effective contact details (including email address and mailing address) to the Company and/or the Share Registrar is critically important, and any mistakes in such details may result in failure of delivery of the Company’s Corporate Communications and/or Actionable Corporate Communications to you timely in the future.

The Company’s 2023 Environmental, Social and Governance Report is published in electronic form only on the Company’s website ([www.ctihk.com.hk](http://www.ctihk.com.hk)) and is also available on the website of HKEX ([www.hkexnews.hk](http://www.hkexnews.hk)). If you wish to receive the Company’s 2023 Environmental, Social and Governance Report in printed version, you may complete and submit the Reply Form to the Share Registrar by notice in writing to the above address or by email to [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk).

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), Mondays to Fridays, excluding Hong Kong public holidays.

By order of the Board  
China Tobacco International (HK) Company Limited  
SHAO Yan  
Chairman

Note: 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, (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.

Actionable Corporate Communications refer to any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, applications forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

各位登記股東：

**中煙國際（香港）有限公司（「本公司」）  
– 2023 年報、通函、股東週年大會通告及代表委任表格（「本次公司通訊」）以及 2023 環境、社會及管治報告的刊發通知**

本公司之股東週年大會將於 2024 年 5 月 17 日（星期五）下午 3 時假座香港九龍紅磡紅鸞道 18 號 One Harbour Gate 中國人壽中心 A 座 17 樓舉行。

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](http://www.hkexnews.hk)）及本公司網站（[www.ctihk.com.hk](http://www.ctihk.com.hk)），歡迎瀏覽。若閣下之前選取收取本公司公司通訊之印刷本，現向閣下奉上中英文版本或按照閣下之前所選擇收取的語言版本的本次公司通訊。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）以電郵方式發送到本公司之電郵地址 [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk) 或以書面方式郵寄至本公司的香港股份過戶登記處（「股份過戶處」）香港中環證券登記有限公司，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。

為確保及時收到未來的公司通訊及可供採取行動的公司通訊，本公司建議閣下透過掃描隨函附上的回條（「回條」）上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以簽署回條並交回至上述股份過戶處地址。倘若閣下並無在回條上提供有效及可使用之電郵地址，則本公司將根據股份過戶處所存置的本公司股東名冊上所示的閣下地址透過郵寄方式向閣下發送 (i) 在本公司網站上發佈公司通訊的通知函及 (ii) 所有日後可供採取行動的公司通訊的印刷本，直至閣下向股份過戶處提供有效及可使用之電郵地址以收取上述有關公司通訊。

若閣下希望收取未來的公司通訊及/或可供採取行動的公司通訊之印刷本，請填妥回條並交回股份過戶處，或發送電子郵件至 [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk)，並註明閣下的姓名、地址以及收取公司通訊及/或可供採取行動的公司通訊印刷本的要求。請注意，除非閣下提前撤回或修改了指示，否則收取未來公司通訊及/或可供採取行動的公司通訊印刷本之指示由收悉閣下回條當日起計一年內有效，此後將過期。

本公司謹此提醒閣下，向本公司及/或股份過戶處提供閣下正確及有效的聯繫方式（包括電子郵件及郵寄地址等）至關重要，任何資料錯誤可能導致閣下無法及時接收本公司發佈的公司通訊及/或可供採取行動的公司通訊（視實際情況而定）。

本公司的 2023 環境、社會及管治報告僅以電子形式載於本公司網站（[www.ctihk.com.hk](http://www.ctihk.com.hk)）及聯交所網站（[www.hkexnews.hk](http://www.hkexnews.hk)）。若閣下欲索取本公司 2023 環境、社會及管治報告的印刷本，閣下可填妥及向股份過戶處提交回條（以書面方式郵寄至上述地址或以電郵方式發送到 [ctihk.ecom@computershare.com.hk](mailto:ctihk.ecom@computershare.com.hk)）提出有關要求。

如閣下對本函件有任何疑問，請於辦公時間星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正（香港時間）其間致電股份過戶處(852)2862 8688 查詢。

承董事會命  
中煙國際（香港）有限公司  
主席  
邵岩

二零二四年四月二十三日

附註：公司通訊乃指公司發出或將予發出以供其任何證券持有人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、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。  
可供採取行動的公司通訊指由本公司發出的任何涉及要求股東指示其擬如何行使其有關公司股東權利或作出選擇的公司通訊，包括但不限於有關派付股息的選擇表格、有關供股或公開招股額外申請表格、有關公開招股既定配額的申請表格、有關收購、合併及股份回購的接納表格，以及有關供股的暫定配額通知書。



## REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (The "Share Registrar") 致： 香港中央證券登記有限公司（「股份過戶處」）  
17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號  
183 Queen's Road East, Wanchai, Hong Kong 合和中心 17M 樓

(Please **choose ONLY ONE** of the options below)

(請從以下選項中**只選擇其中一項**)

<p><b>Option 1:</b> Provide your email address for receipt of future Corporate Communications* and Actionable Corporate Communications** of the Company via electronic dissemination by scanning your personalized QR code</p> <p><b>選項 1:</b> 掃描 閣下專屬二維碼提供 閣下之電子郵件地址，以接收公司通過電子方式發佈的未來公司通訊* 及可供採取行動的公司通訊**</p> <p>You are <b>NOT required</b> to return this Reply Form if you choose Option 1. 如選擇了選項 1，閣下<b>無須</b>交回本回條。</p>	<p>Personalized QR Code 專屬二維碼</p>
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<p><b>Option 2:</b> I/we hereby provide my/our email address in writing for receipt of future Corporate Communications* and Actionable Corporate Communications** of the following listed company (the "Company") via electronic dissemination.</p> <p><b>選項 2:</b> 本人/吾等現以書面提供本人/吾等之電子郵件地址，以確保收到以下上市公司（「公司」）通過電子方式發佈的未來公司通訊*及可供採取行動的公司通訊**</p>	
<p>Name of Securities holder(s) 證券持有人姓名：</p> <p>_____</p>	<p>Name of the listed company 上市公司名稱： China Tobacco International (HK) Company Limited 中煙國際（香港）有限公司</p>
<p>Email address 電郵地址: (Note 3 / 附註 3)</p> <p>_____</p>	

<p><b>Option 3:</b> I/we hereby request for receipt of Corporate Communications* and Actionable Corporate Communications** or Environmental, Social and Governance Report in printed form (Please mark "✓" in the below box if applicable)</p> <p><b>選項 3:</b> 本人/吾等現要求收取公司通訊*及可供採取行動的公司通訊**或 2023 環境、社會及管治報告印刷本（如適用，請在以下方格內劃上「✓」號）</p> <p>receive future Corporate Communications* and Actionable Corporate Communications** or 2023 Environmental, Social and Governance Report in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5)</p>	
<p>A. I/we would like to receive 2023 Environmental, Social and Governance Report in printed form. 本人/我們欲收取 2023 環境、社會及管治報告的印刷本。</p> <p><input type="checkbox"/> Printed English version 英文印刷本 <input type="checkbox"/> Printed Chinese version 中文印刷本 <input type="checkbox"/> Printed English and Chinese versions 中、英文印刷本</p>	
<p>B. I/we would like to receive future Corporate Communications* and Actionable Corporate Communications** in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction. 本人/我們欲收取未來公司通訊*及可供採取行動的公司通訊**的印刷本，並已知悉本指示由收取指示日期起計一年內有效。</p> <p><input type="checkbox"/> Printed English version 英文印刷本 <input type="checkbox"/> Printed Chinese version 中文印刷本 <input type="checkbox"/> Printed English and Chinese versions 中、英文印刷本</p>	

Signature(s): (Note 1)  
簽名：(附註 1)

Contact number:  
聯絡電話號碼：

Date:  
日期：

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，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無須支付郵費或貼上郵票。

Turn next page 轉下頁

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 Reply Form in order to be valid. 請清楚填妥 閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。
2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。
3. If the Company does not receive a functional email address in your reply, you will receive a notification letter of the publication of the Corporate Communications\* on the Company's website and receive the Actionable Corporate Communications\*\* in printed form. 如公司沒有收到 閣下的有效電子郵件地址，閣下將收到有關公司通訊\*已在本公司網站登載的通知函，並且將收到可供採取行動的公司通訊\*\*印刷本。
4. If you provide more than one email address by QR code, email, reply 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、回條及/或其他方式提供多於一個的電子郵件地址，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 one of the boxes in Option 3, no email address will be registered and only Corporate Communications\* and Actionable Corporate Communications\*\* in printed form will be received. 如 閣下在選項3其中一個空格方格內劃上「✓」號，將不會有電子郵件地址被登記，只有公司通訊\*及可供採取行動的公司通訊\*\*的印刷本會被收取。
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，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，公司通訊乃指公司已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。

\*\* Actionable Corporate Communications refer to any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, applications forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

可供採取行動的公司通訊指由本公司發出任何涉及要求股東指示其擬如何行使其有關公司股東權利或作出選擇的公司通訊，包括但不限於有關派付股息的选择表格、有關供股或公開招股的額外申請表格、有關公開招股既定配額的申請表格、有關收購、合併及股份回購的接納表格，以及有關供股的暫定配額通知書。

PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料聲明

- (i) "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。
- (ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications\* and to liaise with you on other matters relating to your holdings in the Company. 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 instruction and/or request as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於(包括但不限於)有關公司以電子方式發佈公司通訊\*及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。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 閣下在本回條上所述的指示及/或要求。
- (iii) 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. 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。
- (iv) 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](mailto: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](mailto:PrivacyOfficer@computershare.com.hk)。