



# BEIJING PROPERTIES (HOLDINGS) LIMITED

## 北京建設(控股)有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code: 925)

(股份代號: 925)

### NOTIFICATION LETTER 通知信函

30 April 2024

Dear Non-Registered Shareholder(s)<sup>(1)</sup>,

#### Beijing Properties (Holdings) Limited (“the Company”)

#### – Notice of publication of the 2023 Annual Report (“Current Corporate Communication”) and Sustainable Development Report 2023

The Current Corporate Communication of the Company, in both English and Chinese, is available on the website of the Company at <http://www.bphl.com.hk> and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication by clicking on the “Investor Relations” section of the Company’s website or by searching under “Listed Company Information” on the Stock Exchange’s website.

If you wish to receive a printed version of the Current Corporate Communication, please complete and sign the Request Form on the reverse side and return it to the Company c/o the Company’s Hong Kong Share Registrar, Tricor Tengis Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the mailing label at the bottom of the Request Form.

Please note that by completing and returning the Request Form to request a printed version of the Current Corporate Communication, you will expressly indicate that your instruction to receive printed versions will apply to all future Corporate Communications<sup>(2)</sup> of the Company to be sent to you until you notify the Company’s Hong Kong Share Registrar to the contrary or you cease to hold any shares of the Company.

The Company’s Sustainable Development Report 2023 is published in electronic form only under the “Investor Relations” section of the website of the Company <http://www.bphl.com.hk> and the website of the Stock Exchange [www.hkexnews.hk](http://www.hkexnews.hk). If you wish to receive a printed copy of our Sustainable Development Report 2023, you may submit your request to the Share Registrar by post at the above address.

Should you have any queries relating to this notification, please do not hesitate to call the enquiry hotline at (852) 2980 1333 from 9:00 a.m. to 5:00 p.m. (Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Beijing Properties (Holdings) Limited**  
**Mr. Cheng Ching Fu**  
Company Secretary

#### Notes:

- This notification letter is addressed to “Non-Registered Shareholder(s)”, which 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 they wish to receive Corporate Communications. If you have sold or transferred your shares in the Company, please disregard this notification letter and the Request Form on the reverse side.
- “Corporate Communications” refer to any documents issued or to be issued by the Company for information or action of holders of any of its securities, including but not limited to, directors’ reports and annual accounts together with copies of the auditors’ reports, interim reports, notices of meeting, listing documents, circulars and proxy forms.

各非登記股東<sup>(1)</sup>：

#### 北京建設(控股)有限公司(「本公司」)

#### – 有關二零二三年年報及二零二三年可持續發展報告(「本次公司通訊」)之發佈通知

本公司之本次公司通訊，均備有英文及中文版本，已登載於本公司網站 <http://www.bphl.com.hk> 及香港聯合交易所有限公司(「聯交所」)網站 [www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本公司網站內的「投資者關係」項目內或搜尋聯交所網頁的「上市公司公告」頁面瀏覽本次公司通訊。

如閣下欲收取本次公司通訊之印刷本，請填妥並簽署本函背面之申請表格及使用申請表格底部隨附之郵寄標籤寄回本公司之香港證券登記處卓佳登捷時有限公司轉交本公司，地址為香港夏慤道16號遠東金融中心17樓。

請注意，當閣下填寫及寄回申請表格以索取本次公司通訊之印刷本後，即表示確認閣下收取印刷本之指示將適用於本公司今後所有之公司通訊<sup>(2)</sup>，直至閣下通知本公司之香港證券登記處另外之安排或停止持有本公司的股份。

本公司之二零二三年可持續發展報告僅以電子形式載於本公司網站(<http://www.bphl.com.hk>)之「投資者關係」一欄以及聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))。如閣下欲收取本公司二零二三年可持續發展報告之印刷本，閣下可通過郵寄至上述地址向證券登記處提出有關要求。

閣下如就本通知有任何疑問，請於上午九時至下午五時(星期一至星期五，香港公眾假期除外)，致電查詢熱線(852) 2980 1333。

代表  
北京建設(控股)有限公司  
公司秘書  
鄭靜富先生  
謹啟

二零二四年四月三十日

#### 附註：

- 此函件乃向本公司之「非登記之股東」(指股份存放於中央結算及交收系統的人士或公司)，並透過香港中央結算有限公司不時向本公司發出通知，希望收取公司通訊發出。如果閣下已出售或轉讓所持有之本公司股份，則無需理會本通知函件及本函背面的申請表格。
- 「公司通訊」指本公司發出或將會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，其中包括但不限於董事會報告及年度賬目(連同核數師報告)、中期報告、會議通告、上市文件、通函及代表委任表格。

Name and Address of Non-Registered Shareholder(s)  
非登記股東姓名及地址

## REQUEST FORM 申請表格

To: **Beijing Properties (Holdings) Limited (the “Company”)**  
c/o Tricor Tengis Limited  
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

致：北京建設(控股)有限公司(「貴公司」)  
卓佳登捷時有限公司轉交  
香港夏愨道16號遠東金融中心17樓

**I/We would like to receive the Current Corporate Communication and all future Corporate Communications<sup>(1)</sup> of Beijing Properties (Holdings) Limited (“the Company”) in printed copy.**

本人/吾等要求索取北京建設(控股)有限公司(「貴公司」)本次公司通訊及今後所有刊發之公司通訊<sup>(1)</sup>的印刷本。

Signature 簽署： \_\_\_\_\_

Date 日期： \_\_\_\_\_

Name 姓名： \_\_\_\_\_ (English 英文)  
(in block letters 以正楷填寫)

\_\_\_\_\_ (Chinese 中文)

Contact Phone Number 聯絡電話： \_\_\_\_\_

Notes 附註：

- “Corporate Communications” refer to any documents issued or to be issued by Beijing Properties (Holdings) Limited for the information or action of holders of any of its securities, including but not limited to, directors’ reports and annual accounts together with copies of the auditors’ reports, interim reports, notices of meeting, listing documents, circulars and proxy forms.  
「公司通訊」指北京建設(控股)有限公司發出或將會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，其中包括但不限於董事會報告及年度賬目(連同核數師報告)、中期報告、會議通告、上市文件、通函及代表委任表格。
- By completing and returning this Request Form to request a printed copy of the current Corporate Communication, you have expressly indicated that you prefer to receive all future Corporate Communications of Beijing Properties (Holdings) Limited in printed copy.  
當閣下填寫及寄回此申請表格以索取本次刊發之公司通訊印刷本後，即表示閣下確認擬收取北京建設(控股)有限公司日後刊發的所有公司通訊的印刷本。

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

- “Personal Data” in these statements 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」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義。
- Your supply of Personal Data to Beijing Properties (Holdings) Limited is on a voluntary basis. Any failure to provide sufficient information may lead to Beijing Properties (Holdings) Limited being unable to process your instructions and/or requests as stated in this form.  
閣下是自願向北京建設(控股)有限公司提供個人資料。若閣下未能提供足夠資料，北京建設(控股)有限公司可能無法處理閣下在本表格上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by Beijing Properties (Holdings) Limited to its subsidiaries, its share registrar in Hong Kong, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for our verification and record purposes.  
北京建設(控股)有限公司可就任何所說明的用途，將閣下的個人資料披露或轉移給北京建設(控股)有限公司的附屬公司、香港證券登記處、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 to the Privacy Compliance Officer of Tricor Tengis Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.  
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向卓佳登捷時有限公司的私隱條例事務主任提出，地址為香港夏愨道16號遠東金融中心17樓。

(Please cut along the dotted line 請沿虛線剪下)

Please cut the mailing label and stick this on an envelope to return the Request Form to us.

**No postage stamp is required for local mailing**

當閣下寄回此表格時，請將此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

### Mailing Label 郵寄標籤

**Tricor Tengis Limited**  
卓佳登捷時有限公司  
Freeport No. 簡便回郵號碼：10 GPO  
Hong Kong 香港  
**Beijing Properties (Holdings) Limited (925)**  
北京建設(控股)有限公司(925)