



# 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

30 April 2025

Dear registered shareholder(s),

**Beijing Tong Ren Tang Chinese Medicine Company Limited (the “Company”)**

**– Notice of Publication of 2024 Annual Report, Circular, Notice of Annual General Meeting and Proxy Form (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](http://www.hkexnews.hk) and the Company’s website at [cm.tongrentang.com](http://cm.tongrentang.com). For the shareholders who have selected to receive the Company’s corporate communications (the “Corporate Communications”<sup>(Note 1)</sup>) 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 [beijingtongrentang.ecom@computershare.com.hk](mailto: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 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 [cm.tongrentang.com](http://cm.tongrentang.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) 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 28 May 2025, 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](http://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 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, the Company will send to you a notice of publication of the Website Version of Corporate Communications and the Actionable Corporate Communications<sup>(Note 2)</sup> 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](mailto: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 (f) 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 2024 年年報、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](http://www.hkexnews.hk) 及本公司網站 [cm.tongrentang.com](http://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」<sup>(附註 1)</sup>）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.ecom@computershare.com.hk](mailto: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](http://cm.tongrentang.com) 和披露易網站 [www.hkexnews.hk](http://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 2025 年 5 月 28 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](http://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>(附註 2)</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 [beijingtongrentang.ecom@computershare.com.hk](mailto: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  
顧海鳴

2025 年 4 月 30 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。

附註 2：可供採取行動的公司通訊指任何涉及要求本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。



TCMH

To: Beijing Tong Ren Tang Chinese Medicine Company Limited (the “Company”, Stock Code: 3613)  
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：3613）  
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

(Please **choose ONLY ONE** of the options below)  
(請從以下選項中**只選擇其中一項**)

**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 **NOT required** to return this Request Form if you choose Option 1.  
如選擇了選項 1, 閣下無須交回本申請表格。

**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)

[illegible]

**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\*印刷本，並已知悉本指示由收取指示日期起計一年內有效。(附註 5) (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):** *(Note 1)*

簽名：(附註1)

**Contact number:**

聯絡電話號碼：

Date:

日期：

Notes 附註:

1. Please complete all of your details clearly. Your shares are held in joint names, all of the joint shareholders should jointly sign this Request Form to be valid. 請清楚填妥 閣下之所有資料。如屬聯名股東，則本申請表格須由所有聯名股東聯合簽署，方為有效。
2. Any Request Form with no signature or otherwise incorrectly completed will be void. 任何申請表格若未有簽署或在其他方面填寫不正確，則本申請表格將作廢。
3. If the Company does not receive a functional email address in your Request, you will be unable to receive notifications regarding the publication of Corporate Communications\* via email. 如本公司沒有收到有效電子郵件地址，則本公司將無法收到有關發給公司通訊\*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 閣下在選項 3 方格內劃上「✓」號，將不會有電子郵件地址被登記，只會收致公司通訊\*的印刷版。
6. If you are in doubt of 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.

## 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 Request 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 Request Form.
- 閣下於本申請表格所提供的個人資料將用於（包括但不限於）有關本公司以電子方式發布公司通訊\*及就 閣下持有的本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.
- 本公司可就任何所說明的用途或在法律規定的情況下，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。
- (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.hk](mailto:PrivacyOfficer@computershare.hk).
- 閣下有權根據《私隱條例》的條文，向香港證券及期貨事務監察委員會的個人資料保護主任提出，或發送電郵至 [PrivacyOfficer@computershare.hk](mailto:PrivacyOfficer@computershare.hk)，作任何查閱及/或修改個人資料的要求均須以書面方式郵寄至該份地址（地址為香港灣仔皇后大道東 183 號寬利中心 17 樓）向香港證券及

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。