



# 北京控股有限公司

## BEIJING ENTERPRISES HOLDINGS LIMITED

(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: 392)

### NOTIFICATION LETTER 通知信函

29 April 2025

Dear Shareholder,

**Beijing Enterprises Holdings Limited (the “Company”)**

– Notice of publication of 2024 Annual Report, Circular, Notice of Annual General Meeting, Proxy Form (the “Current Corporate Communications”) and 2024 Sustainability Report

The Current Corporate Communications of the Company, in both English and Chinese versions, are available on the website of the Company at [www.behl.com.hk](http://www.behl.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 Communications by clicking the “Financial Reports”, “Announcements” and “Circulars” under the “Investor Relations” section of the Company’s website or by searching under “Listed Company Information” on the Stock Exchange’s website.

If you (i) have elected (or deemed to have elected) to read the Company’s Corporate Communications <sup>(Note)</sup> published on the Company’s website in lieu of receiving printed version(s), and, for any reason have difficulty in obtaining access to the Current Corporate Communications on the Company’s website, would like to receive printed version(s) of the Current Corporate Communications or (ii) have chosen and received the Current Corporate Communications in either the printed English or Chinese version only and would like to receive a printed copy in the other version, please complete and sign Part A of the Request Form on the reverse side of this letter and return it by hand or by post (no stamp needs to be affixed if posted in Hong Kong by using the mailing label at the bottom of the Request Form), to the Company’s share registrar, Tricor Investor Services Limited (the “Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or by sending an email for the purpose to [392-ecom@vistra.com](mailto:392-ecom@vistra.com). The printed copy(ies) of the Current Corporate Communications will be sent to you promptly free of charge upon receipt of your request.

You may at any time by reasonable written notice change your choice of language or means of receipt of the Company’s Corporate Communications, by completing Part B of the Request Form on the reverse side of this letter and returning it to the Registrar, or by sending an email for the purpose to [392-ecom@vistra.com](mailto:392-ecom@vistra.com).

The 2024 Sustainability Report of the Company, in both English and Chinese versions, is available on the website of the Company at [www.behl.com.hk](http://www.behl.com.hk) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the 2024 Sustainability Report of the Company by clicking the “Sustainability Report” under the “Sustainability” section of the Company’s website or by searching under “Listed Company Information” on the Stock Exchange’s website. If you wish to receive printed version of the 2024 Sustainability Report of the Company, please send the written request to the Registrar.

Should you have any queries in relation to this letter, please contact the Customer Service Hotline of the Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Beijing Enterprises Holdings Limited**  
**YANG Zhichang**  
Chairman

Note: “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 its annual reports, interim reports, notices of meeting, listing documents, circulars and proxy forms.

各位股東：

**北京控股有限公司（「本公司」）**

— 2024年年報、通函、股東週年大會通告、代表委任表格（「本次公司通訊」）以及2024可持續發展報告之發佈通知

本公司之本次公司通訊，備有英文及中文版本，現已登載於本公司網站[www.behl.com.hk](http://www.behl.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按「投資者關係」項下點擊「財務報告」、「通告」及「通函」或於聯交所網站在「上市公司公告」項下搜尋，以覽閱本次公司通訊。

如閣下(i)已選擇(或被視為已選擇)於本公司網站閱覽本公司的公司通訊<sup>(附註)</sup>以代替印刷本，惟因在本公司網站查閱本次公司通訊時遇到困難，而欲收取本次公司通訊的印刷本，或(ii)已選擇並已收到本次公司通訊之英文或中文印刷版，但欲收取另一語言之印刷本，請填妥及簽署本函背頁之申請表格甲部，親手交回或寄回(如在香港投寄，可使用申請表格底部隨附之郵寄標籤，毋須貼上郵票)本公司之股份過戶登記處卓佳證券登記有限公司（「過戶登記處」），地址為香港夏慤道16號遠東金融中心17樓，或將有關要求電郵至[392-ecom@vistra.com](mailto:392-ecom@vistra.com)，本次公司通訊之印刷本將按閣下要求免費發送予閣下。

閣下如欲更改收取本公司的公司通訊之語言版本或收取方式的選擇，閣下可於合理時間內，隨時填寫本函背頁之申請表格乙部，然後將表格送回過戶登記處，或將有關要求電郵至[392-ecom@vistra.com](mailto:392-ecom@vistra.com)。

本公司之2024可持續發展報告，備有英文及中文版本，現已登載於本公司網站[www.behl.com.hk](http://www.behl.com.hk)及聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)。閣下可於本公司網站內按「可持續發展」項下點擊「可持續發展報告」或於聯交所網站在「上市公司公告」項下搜尋，以閱覽本公司之2024可持續發展報告。如閣下欲收取本公司之2024可持續發展報告之印刷本，請將閣下之書面要求提交至過戶登記處。

倘閣下對本函件有任何疑問，請於辦公時間內(星期一至星期五上午九時至下午六時，香港公眾假期除外)致電過戶登記處之客戶服務熱線(852) 2980 1333查詢。

代表  
北京控股有限公司  
主席  
楊治昌  
謹啟

2025年4月29日

附註：「公司通訊」指由本公司發出或將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、上市文件、通函及代表委任表格。

Name(s) and address of Shareholder(s):  
股東之姓名及地址：

Request Form 申請表格

To: Beijing Enterprises Holdings Limited (the “Company”) c/o Tricor Investor Services Limited 17/F, Far East Finance Centre 16 Harcourt Road, Hong Kong 致：北京控股有限公司 (「本公司」) 經卓佳證券登記有限公司 香港夏慤道16號 遠東金融中心17樓

Part A I/We have received the Current Corporate Communications in printed English/Chinese or have elected (or am/are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Company’s website. I/We would like to request the printed version(s) of the Current Corporate Communications in the manner as indicated below: 甲部 本人／我們已收取本次公司通訊之中文／英文印刷本或已選擇 (或被視為已選擇) 收取於本公司網站登載的本次公司通訊電子版本。本人／我們現欲索取下列所示之本次公司通訊印刷本：

(Please mark a “✓” in ONLY ONE of the following boxes 請僅在下列其中一個空格內劃上「✓」號)

- ☐ to receive a printed English version of the Current Corporate Communications; OR 收取本次公司通訊之英文印刷本；或
- ☐ to receive a printed Chinese version of the Current Corporate Communications; OR 收取本次公司通訊之中文印刷本；或
- ☐ to receive both printed English and Chinese versions of the Current Corporate Communications. 同時收取本次公司通訊之中文及英文印刷本。

Part B I/We would like to change the way in which I/we receive Corporate Communications\* from the Company in the manner indicated below: 乙部 本人／我們現欲以下列方式收取本公司的公司通訊\*：

(Please mark a “✓” in ONLY ONE of the following boxes 請僅在下列其中一個空格內劃上「✓」號)

- ☐ by electronic means through the Company’s website with an email notification to be sent to the email address below of the publication of Corporate Communications on the Company’s website; OR 以電子方式透過本公司網站收取公司通訊，並通過以下電郵地址收取公司通訊已在本公司網站刊登的電郵通知；或

Email Address 電郵地址

(The Company will send to the email address provided above (if any) a notification of the availability of each corporate communication on the Company’s website. If no email address is provided by a shareholder, a letter will be sent to the shareholder notifying the shareholder of the availability of each corporate communication on the Company’s website. Please provide the email address in capital letters in English. The email address will be used only for notification of release of corporate communications.) (每次本公司網站登載公司通訊時，本公司將發送電郵通知至以上提供的電郵地址(如有)。如股東未有提供電郵地址，則將於每次本公司網站登載公司通訊時向該股東發出通知函件。請以英文正楷填寫電郵地址，以上電郵地址僅供用作通知公司通訊的發佈。)

- ☐ to receive the printed English version only; OR 僅收取英文印刷本；或
- ☐ to receive the printed Chinese version only; OR 僅收取中文印刷本；或
- ☐ to receive both printed English and Chinese versions. 同時收取中文及英文印刷本。

Name(s) of Shareholder(s) 股東姓名 Signature 簽名

(Please use BLOCK CAPITALS 請用正楷填寫)

Contact telephone number 聯絡電話號碼 Date 日期

Notes 附註：

- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign this Request Form in order for it to be valid. 如屬聯名股東，則本申請表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
  - Any Request Form with more than one box marked “✓” in Part A or Part B, with no box marked “✓”, with no signature or otherwise incorrectly completed will be void. 如在本申請表格甲部或乙部作出超過一項選擇、或未有作出選擇、或未有簽署、或填寫不正確，則本申請表格將會作廢。
  - For the avoidance of doubt, we do not accept any special instructions written on this Request Form. 為免存疑，於本申請表格上書寫之任何特定指示，本公司將不予處理。
  - Please note that printed English and Chinese versions of all the Company’s Corporate Communications which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company’s Corporate Communications are also available on the Company’s website (www.behl.com.hk) for 5 years from the date of first publication. 本公司備有於過去12個月曾寄發予股東的所有公司通訊的中、英文版印刷本，可供索取。所有公司通訊中，英文版亦由首次登載日期起計，持續5年載於本公司網站www.behl.com.hk上。
- \* “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 its annual reports, interim reports, notices of meeting, listing documents, circulars and proxy forms. 「公司通訊」指由本公司發出或將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、上市文件、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” defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this Form (the “Purposes”). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its Share Registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Investor Services Limited at the above address.

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》中「個人資料」的涵義相同。閣下是自願提供個人資料，以用於處理閣下在本表格上所述的指示(「該等用途」)。如閣下未能提供足夠資料，本公司有可能無法處理閣下的指示。本公司可就所述的該等用途，將個人資料披露或轉移給本公司的附屬公司、股份登記處及／或向為本公司提供行政、電腦及其他服務的第三者服務供應商，以及其他獲法律授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及記錄用途)。有關查閱及／或更正個人資料的要求可按照《個人資料(私隱)條例》提出，而有關要求須以書面方式郵寄至卓佳證券登記有限公司(地址如上)的私隱條例事務主任。

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

Please cut the mailing label and stick it on an envelope to return this Request Form to us. No postage stamp is required for local mailing 當閣下寄回此申請表格時，請將此郵寄標籤剪貼於信封上。如在本港投寄，閣下無需支付郵費或貼上郵票

Mailing Label 郵寄標籤  
Tricor Investor Services Limited  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼：10 GPO  
Hong Kong 香港  
BEHL (392)