



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

5 September 2025

Dear registered shareholder(s),

**Beijing Tong Ren Tang Chinese Medicine Company Limited (the “Company”)
– Notice of Publication of 2025 Interim Report (the “Current Corporate Communication”)**

The Current Corporate Communication of the Company has 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 shareholders who have selected to receive the Company’s corporate communications (the “Corporate Communications”) (Note 1) 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 Communication of the Company in printed version. If you have any difficulty in receiving or gaining access to the Current Corporate Communication 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 Communication to you in printed form free of charge.

Arrangement of Electronic Dissemination of All Future Corporate Communications of the Company 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) (together with the Companies (Amendment) Ordinance 2025 that came into effect on 17 April 2025), 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 and will only send Corporate Communications in printed form to you upon request.

To ensure timely receipt of the Actionable Corporate Communications (Note 2), you are requested to provide an email address in the request form (the “Request Form”) on the reverse side. If no valid and functional email address is provided by you in the Request Form, the Company will send to you the Actionable Corporate Communications 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 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
Yan Han
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 2025 年中期報告（「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。若股東之前選取收取本公司公司通訊（「公司通訊」（附註 1））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），現奉送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 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。

以電子方式發布本公司所有未來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《公司條例》（香港法例第 622 章）（其中包括於 2025 年 4 月 17 日生效的《2025 年公司（修訂）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，並僅應閣下要求寄發公司通訊印刷版。

為確保及時收到可供採取行動的公司通訊（附註 2），閣下需要在本函背頁之申請表格（「申請表格」）中提供電郵地址。若閣下在申請表格中沒有提供有效且可用的電郵地址，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以印刷本形式發送可供採取行動的公司通訊，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，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。如閣下對本函件有任何疑問，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
嚴略

2025 年 9 月 5 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。



CCS8443

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REQUEST FORM 申請表格

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**)

Option 1:

Provide your email address for receipt of future Actionable Corporate Communications^(Note 3) 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未來可供採取行動的公司通訊^(附註 3)

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。

Personalized QR Code

專屬二維碼

Option 2:

I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications^(Note 3) 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未來可供採取行動的公司通訊^(附註 3)

Name of Securities holder(s) 證券持有人姓名：

Email address 電郵地址:

(Note 3 / 附註 3)

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 your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Request 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，則本申請表格將會作廢。

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 Actionable Corporate Communications via email. Actionable Corporate Communications refer to 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.
如本公司沒有收到 閣下的有效電子郵件地址，閣下將無法通過電郵收到有關發布可供採取行動的公司通訊的通知。可供採取行動的公司通訊指任何涉及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的公司通訊。

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/或以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，只會收取公司通訊*的印刷版。

6. 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、函函及代表委任表格。

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 閣下在本申請表格上所述的指示及/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.
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 閣下在本申請表格上所述的指示及/或要求。

(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.
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。