



# 北京控股有限公司

## BEIJING ENTERPRISES HOLDINGS LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code 股份代號：392)

### NOTIFICATION LETTER 通知信函

28 April 2023

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

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

– **Notice of publication of 2022 Annual Report, Circular, Notice of Annual General Meeting, Proxy Form (the “Current Corporate Communications”) and 2022 Sustainability Report on the Company’s website**

The Current Corporate Communications 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 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 wish to receive printed version of the Current Corporate Communications, please complete the Request Form on the reverse side and return it to the Company’s Share Registrar, Tricor Tengis Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong (the “Registrar”) by post using the mailing label at the bottom of the Request Form (no stamp needs to be affixed if posted in Hong Kong).

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

The 2022 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 2022 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 2022 Sustainability Report of the Company, please send the written request to the Registrar by post.

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 5:30 p.m. from Monday to Friday, excluding public holidays).

Yours faithfully,  
For and on behalf of  
**Beijing Enterprises Holdings Limited**  
**Tam Chun Fai**  
Executive Director

**Notes:**

- (1) This notification letter is addressed to Non-registered Shareholder of the Company, 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 to receive Corporate Communications.
- (2) “Corporate Communications” refer to any documents issued or to be issued by the Company for information or action of holders of any its securities, including but not limited to its annual reports, interim reports, notices of meeting, listing documents, circulars and proxy forms.

各非登記股東<sup>(1)</sup>:

**北京控股有限公司 (「本公司」)**

— 於本公司網站刊發2022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2022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。

如閣下欲收取本次公司通訊之印刷本，請填妥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 (如在香港投寄，毋須貼上郵票) 寄回本公司之股份過戶登記處卓佳登捷時有限公司，地址為香港夏愨道16號遠東金融中心17樓 (「過戶登記處」)。

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過戶登記處另外之安排或停止持有本公司的股份。

本公司2022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，以覽閱本公司2022可持續發展報告。

如閣下欲收取本公司2022可持續發展報告之印刷本，請將閣下之書面要求寄回過戶登記處。

如閣下就本通知有任何疑問，請於辦公時間內 (星期一至星期五上午九時至下午五時三十分，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  
執行董事  
譚振輝  
謹啟

2023年4月28日

**附註：**

- (1) 此通知信函乃向本公司之非登記股東 (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。
- (2) 「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，其中包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。

## REQUEST FORM 申請表格

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

致: **北京控股有限公司**  
(「本公司」)  
經卓佳登捷時有限公司  
香港夏愨道16號  
遠東金融中心17樓

I/We would like to receive the current and future Corporate Communications<sup>(1)</sup> in printed version of the Company.  
本人/吾等要求索取本公司本次及今後刊發之公司通訊<sup>(1)</sup>之印刷本。

Signature:  
簽署:

Date:  
日期:

Name:  
姓名:

(English 英文)

(Chinese 中文)

(in block letters 請以正楷填寫)

Contact  
Phone  
Number:  
聯絡電話:

### Notes 附註:

- "Corporate Communications" refer to any documents issued or to be issued by the Company for information or action of holders of any 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，其中包括但不限於年報、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 for the printed version of the Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed version.  
當閣下填寫及寄回此申請表格以索取刊發之公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊的印刷本。

### PERSONAL INFORMATION COLLECTION STATEMENT

"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 Privacy Compliance Officer of Tricor Tengis Limited at the above address.

### 收集個人資料聲明

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，以及其他獲法例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(包括作核實及紀錄用途)。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登捷時有限公司(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)

### Mailing Label 郵寄標籤

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，閣下無需支付郵費或貼上郵票

Tricor Tengis Limited  
卓佳登捷時有限公司  
Freepost No.簡便回郵號碼: 10 GPO  
Hong Kong 香港  
BEHL (392)