



北京控股有限公司  
BEIJING ENTERPRISES HOLDINGS LIMITED

*(Incorporated in Hong Kong with limited liability)*

**(Stock Code: 392)**

29 April 2025

Dear Shareholders,

**Election of Means and Language of Receipt of Corporate Communications**

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, we are writing to seek your election in relation to the matters regarding the corporate communications <sup>(Note)</sup> (the “**Corporate Communications**”) of Beijing Enterprises Holdings Limited (the “**Company**”) to be dispatched in the future.

You may choose:

- (1) by electronic means to receive all future Corporate Communications through the Company’s website (www.behl.com.hk) (the “**Website Version**”) with an email notification to be sent to your email address of the publication of Corporate Communications on the Company’s website; or
- (2) to receive printed English version only of all future Corporate Communications; or
- (3) to receive printed Chinese version only of all future Corporate Communications; or
- (4) to receive both printed Chinese and English versions of all future Corporate Communications.

For the purpose of environmental protection and cost saving, we recommend you to take advantage of selecting the Website Version, i.e. option (1). Even if you have chosen the Website Version, you reserve the right at any time by reasonable notice in writing to the Company’s share registrar to change your choice.

Please mark “✓” in the appropriate box in the enclosed Reply Form and sign and return the same 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 Reply Form) to the Company’s share registrar, Tricor Investor Services Limited, 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.

**If we do not receive the completed and signed Reply Form from you on or before 30 May 2025 and until you inform the Company’s share registrar by reasonable notice in writing, you will be deemed to have consented to receiving all future Corporate Communications from the Company in the manner as set out in option (1) above, and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you by email (if no email address is provided, by post to your registered address).**

Should you have any queries relating to this letter, please contact the Customer Service Hotline of the Company’s share 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.*

# REPLY FORM 回條

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

本人／我們希望以下列方式收取本公司日後所有之公司通訊\*：

(請僅在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

Email Address  
電郵地址[illegible]to receive the **printed English version** only; ORto receive the **printed Chinese version** only; OR

to receive both printed English and Chinese versions.  
同時收取中文及英文印刷本。

Signature  
簽名

(Please use BLOCK CAPITALS 請用正楷填寫)

Date  
日期

1. If the Company does not receive the duly completed and signed Reply Form on or before 30 May 2025, you will be deemed to have consented to receive all future Corporate Communications by electronic means through the Company's website and a notification of the publication of the corporate communications on the Company's Website will be sent to you by email or, if no email address provided, by post to your registered address. 如本公司於2025年5月30日或之前仍未收到 閣下已填寫及簽署妥當的覆函， 閣下將被視為已同意以電子方式透過本公司網站收取本公司日後所有之公司通訊，而本公司會以電郵通知 閣下有關公司通訊已登載在本公司網站；如未能提供電郵地址，則該通知將會郵寄至 閣下的登記地址。

2. Any Reply Form with more than one box marked "X", with no box marked "✓", with no signature or otherwise incorrectly completed will be void. 如在本回條作出超過一項選擇、或未有作出選擇、或未有簽署、或填寫不正確，則本回條將會作廢。

3. 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 on this Reply Form in order to be valid. 如聯名股東，則本回條須由在本公司股東名冊上就聯名持有股份而其姓名排列首位的股東簽署，方為有效。

4. The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify the Company otherwise by giving the Company's share registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, reasonable prior notice in writing or by email to 392-ecomm@vistra.com. 上述指示適用於本公司日後向本公司股東發出的所有公司通訊，直至 閣下在合理時間內向本公司發出以其他方式收取公司通訊的預先書面通知或電郵為止。相關的書面通知須送達本公司股份過戶登記處卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓，或電郵至392-ecomm@vistra.com。

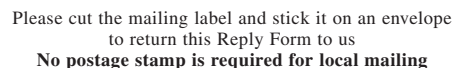
5. By selecting to read all the Company's future Corporate Communications on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form. 如 閣下選擇在本公司網站閱覽本公司日後所有公司通訊以代替收取印刷本， 閣下乃明確表示放棄收取公司通訊印刷本的權利。

\* "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 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。本公司可能將閣下的該等資料，將個人資料披露或轉授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，以及其它依法獲授權要求取得有關資料的人士或其他上述所列出的該等用途有關以及需要取閱有關資料之人士。個人資料將按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寄至卓佳證券登記有限公司(地址如上)的私隱條例專責人員。

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



當閣下寄回此回條時，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



**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)**