

## 山東新華製藥股份有限公司 Shandong Xinhua Pharmaceutical Company Limited

(a joint stock company established in the People's Republic of China with limited liability) (於中華人民共和國註冊成立之股份有限公司) (Stock Code 股份代碼: 00719)

20 February 2024

Dear registered shareholder(s),

## Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Shandong Xinhua Pharmaceutical Company Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communication"), which mean 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.

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 <a href="http://www.xhzy.com">http://www.xhzy.com</a> and the HKExnews website at <a href="http://www.xhzy.com">www.hkexnews.hk</a> in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications (Note), the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"). Alternatively, you may sign and return the Reply Form 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.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company's website and the HKEXnews website to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the Share Registrar or send an email to <a href="mailto:shandongxinhuapharmaceutical.ecom@computershare.com.hk">shandongxinhuapharmaceutical.ecom@computershare.com.hk</a> 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 send an email to <a href="mailto:shandongxinhuapharmaceutical.ecom@computershare.com.hk">shandongxinhuapharmaceutical.ecom@computershare.com.hk</a> and contact the Share Registrar.

Yours faithfully, By Order of the Board Shandong Xinhua Pharmaceutical Company Limited He Tongqing Chairman

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位登記股東:

## 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則 (「上市規則」)第 2.07 條,山東新華製藥股份有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「公司通訊」)之安排,該公司通訊是指公司為向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件,包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告; (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)委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 <a href="http://www.xhzy.com">http://www.xhzy.com</a> 和披露易網站 <a href="www.hkexnews.hk">www.hkexnews.hk</a> 上提供,以代替印刷本。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊<sup>(開註)</sup>,公司建議 閣下透過掃描本函背頁之回條(「**回條**」)上列印的 閣下專屬二維碼來 提供 閣下的電子郵件地址。 或者, 閣下也可以簽署回條並交回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。

如果公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前,閣下將(i)無法收到任何有關發布公司通訊的通知,(ii)需要主動查看公司網站和披露易網站以留意公司通訊的發布,及(iii)本公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(解t)</sup>。

若 閣下希望收取公司通訊之印刷版,請填妥本函背頁之回條並交回股份過戶處,或發送電子郵件至 <u>shandongxinhuapharmaceutical.ecom@computershare.com.hk</u>,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 取未來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,請發送電子郵件至 shandongxinhuapharmaceutical.ecom@computershare.com.hk 與股份過戶處聯絡。

承董事會命 山東新華製藥股份有限公司 質同慶 董事長 謹啟

2024年2月20日

Personalized QR Code 專屬二維碼

## REPLY FORM 回條

Computershare Hong Kong Investor Services Limited / Hong Kong Registrars Limited (The "Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

(Please <u>choose ONLY ONE</u> of the options below) (請從以下選項中只**選擇其中一項**)

香港中央證券登記有限公司 /

香港證券登記有限公司 (「股份過戶處」)

香港灣仔皇后大道東 183 號

合和中心 17M 樓

Option 1: Provide your email address for receipt of future Actionable Corporate Communications<sup>(Note 3)</sup> of the Company via electronic dissemination by scanning

your personalized QR code

選項1: 掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式

發佈可供採取行動的未來公司通訊<sup>(附註 3)</sup>

You are **NOT required** to return this Reply Form if you choose Option 1.

如選擇了選項 1 · 閣下無須交回本回條。

Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications <sup>(Note 3)</sup> of the following listed company (the "Company") via electronic dissemination 選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址・以確保收到以下上市公司(「公司」)通過電子方式發佈可供採取行動的未來公司通訊 <sup>(附註 3)</sup>		
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱:	
	Shandong Xinhua Pharmaceutical Company Limited 山東新華製藥股份有限公司	
Email address 電郵地址: (Notes 3 / 附註3)		
Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "√" in the below box if applicable) またりません の は カル は		

Signature(s): (Notes 1) Contact number: Date:			
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of in 收取未來公司通訊"的印刷本·並已知悉本指示由收取指示日期起計一年內有效。( <i>門註 5</i> )	nstruction. (Notes 5)		
Option 3:   I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)   選項 3:   本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格內劃上「✓」號)			

簽名:(附註1)

聯絡電話號碼:

日期:

- tes 捐註:
  Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.
  請清楚填妥 閣下之所有資料。如屬聯名股東、則本回條須由所有聯名股東聯合簽署,方為有效。
  Any Reply Form with no signature or otherwise incorrectly completed will be void.
  任何回條若未有簽署並在其他方面填寫不足錘,則本回條務會作數
  If the Company does not receive a functional email address in your reply, the Company will send the Actionable Corporate Communication in printed form in the future. Actionable Corporate Communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.
  如公司沒有收到 閣下的有效電子郵件地址,本公司將以印刷本形式發送可供採取行動的未來公司通訊。可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使具有關 證券持有人的權利
- If you provide more than one email address by QR code, email, reply 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、回條及/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。
- ou mark "√" in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received. 圖下在選項 3 方格内劃上「✓」號・將不會有電子郵件地址被登記・只有公司通訊\*的印刷版會被收取。

- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Forn 為免存髮·在本回條上的任何顏外指示·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, in report, interim report, notice of meeting, circular and proxy form. 除某另有证明、公司通讯分析公司已经出版条件会组以供其任何證券的估价。 cations 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

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "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").
  本登明中所指的「個人資料」與香港法例第 486 章 《個人資料(私膳)條例》(「《私膳》條例》)(「《私膳》條例》)中「個人資料」的遊義相同。
  Your Personal Data provided in this Reply 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 Reply Form.

  國下於本回條所提供的個人資料將用於包括但不限於分類服之可以電子方式發布公司通訊及就 國下持有的公司證券有關的其他事宜上與 國下聯絡。國下是自顧向本公司提供國人資料。若 國下未能提供足夠資料。本公司可能無法處理 國下市場的主任本回修上所述的指示及人演要求。
  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 personal and a way be necessary for our variefication and record purpose.

(iii)

Tour revokal Data may be usersed to transferred by the Complany of its solutionates are tour of the property of the property

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.

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。