

# 东曜药业

## TOT BIOPHARM International Company Limited

### 東曜藥業股份有限公司

(Incorporated in Hong Kong with limited liability)  
(Stock code: 1875)

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#### NOTIFICATION LETTER

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29 April 2024

Dear Shareholder(s),

**TOT BIOPHARM International Company Limited (the “Company”)  
Notification of publication of 2023 Annual Report and  
Environmental, Social and Governance Report 2023 (the “Current Corporate Communications”)**

We wish to notify you that the Current Corporate Communications of the Company are available in printed English and Chinese versions. They are also available in electronic version on the Company’s website at [www.totbiopharm.com.cn](http://www.totbiopharm.com.cn) (the “Website”) and you may now access the Current Corporate Communications by clicking “Financial Reports and ESG Reports” and “Announcements and Circulars” under the “Investor Relations” section at the Website.

If you have elected (or deemed to have elected) to read the Company’s Corporate Communications<sup>(Note)</sup> published on the Website in lieu of receiving printed version(s), and, for any reason have difficulty in receiving or gaining access to the Company’s Current Corporate Communications, would like to receive printed version(s) of the Current Corporate Communications, 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 (postage pre-paid if delivered in Hong Kong by using the mailing label at the bottom of the Request Form), to the Company c/o the Company’s share registrar, Tricor Investor Services Limited (the “Share Registrar”), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or by sending an email for the purpose to [1875-ecom@hk.tricorglobal.com](mailto:1875-ecom@hk.tricorglobal.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 means of receipt of the Company’s Corporate Communications, free of charge, by completing Part B of the Request Form on the reverse side of this letter and returning it to the Share Registrar by hand or by post, or by sending an email to [1875-ecom@hk.tricorglobal.com](mailto:1875-ecom@hk.tricorglobal.com) for the change. The Request Form may be downloaded from the Website.

Should you have any queries in relation to this letter, please contact the 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).

By order of the Board  
**TOT BIOPHARM International Company Limited**  
**Dr. Liu, Jun**  
Chief Executive Officer and Executive Director

*Note: Corporate Communications include any document(s) issued or to be issued by the Company for your information or action, 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.*

## REQUEST FORM

**To: TOT BIOPHARM International Company Limited (the "Company") (Stock Code: 1875)**  
c/o Tricor Investor Services Limited, 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

**You DO NOT need to complete this Request Form if you have received the document(s) in the manner you want.**

**Part A – To receive the printed version(s) of annual report and environmental, social and governance report for the year ended 31 December 2023 (collectively the "Current Corporate Communications")**  
**(Please mark a "✓" in the following box)**

- I/We have chosen to access the Current Corporate Communications posted on the Company's website at www.totbiopharm.com.cn by electronic means but would like to receive the printed English and Chinese versions.

**Part B – To change the means of receipt of Corporate Communications# (Please mark a "✓" in ONLY ONE of the following boxes)**

I/We would like to receive all future Corporate Communications in the manner indicated below:

- to access all future Corporate Communications published on the Company's website at www.totbiopharm.com.cn instead of receiving printed copies by mail, and to receive a notification to my/our email address at \_\_\_\_\_ (if any), or a notification letter mailed to my/our address when the Corporate Communications are published on the Company's website; or
- to receive by mail both the printed English and Chinese versions of all future Corporate Communications.

Full name(s) of

Registered Shareholder(s): \_\_\_\_\_ Contact telephone number: \_\_\_\_\_  
(Please use **BLOCK LETTERS**)

Address: \_\_\_\_\_  
(Please use **BLOCK LETTERS**)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Corporate Communications include any document(s) issued or to be issued by the Company for your information or action, 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.

Notes:

- Please complete all your details clearly. Any Request Form with no indicated choice or more than one box ticked, with no signature or otherwise incorrectly completed will be void at the sole discretion of the Company.
- 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 Request Form in order to be valid.
- The above instructions in Part B will apply to all future Corporate Communications to be sent to you until you notify otherwise by giving not less than seven days' notice in writing (the "Reasonable Notice") to the Company c/o the share registrar of the Company, Tricor Investor Services Limited (the "Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 1875-ecom@hk.tricorglobal.com.
- You are entitled at any time by giving the Reasonable Notice to the Company c/o the Share Registrar to change your means of receipt of all future Corporate Communications.
- For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.

### 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 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address. Your supply of Personal Data to the Company is on a voluntary basis for the purpose of processing your instructions and/or requests stated in this Request Form. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes. You have the right to request access to and/or correction of the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

By mail to: Privacy Compliance Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

By email to: is-enquiries@hk.tricorglobal.com

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*Please cut the mailing label and stick it on an envelope when returning this Request Form to us.*

*No postage stamp necessary if posted in Hong Kong.*

### MAILING LABEL

**Tricor Investor Services Limited**  
**Freepost No. 10 GPO**  
**Hong Kong**  
**TOT BIOPHARM International Company Limited (1875)**