

# 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 Non-registered Shareholder(s)<sup>(Note 1)</sup>,

**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 English and Chinese versions of the Current Corporate Communications of the Company are available on the website of the Company at [www.totbiopharm.com.cn](http://www.totbiopharm.com.cn) (the “Website”). 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 would like to receive printed version(s) of the Current Corporate Communications, please complete and sign the Request Form on the reverse side of this letter and return it 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 by hand or by post using the mailing label (for pre-paid postage in Hong Kong) at the bottom of the Request Form. You may also send an email for the purpose to [1875-ecom@hk.tricorglobal.com](mailto:1875-ecom@hk.tricorglobal.com).

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

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*

*Notes:*

- This letter is addressed to Non-registered Shareholder(s) whose shares in the Company are held in the Central Clearing and Settlement System and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications from the Company.*
- 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.*

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## REQUEST FORM

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**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 request the 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)**

in both 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](http://www.totbiopharm.com.cn) instead of receiving printed copies by mail, and to receive 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

Non-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.*
- 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](mailto: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 choice of language and/or 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](mailto: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

<b>Tricor Investor Services Limited</b>
<b>Freepost No. 10 GPO</b>
<b>Hong Kong</b>
<b>TOT BIOPHARM International Company Limited (1875)</b>