



WAI YUEN TONG MEDICINE HOLDINGS LIMITED

(位元堂藥業控股有限公司*)

(Incorporated in Bermuda with limited liability)

(Stock Code: 897)

Dear Non-Registered Shareholder(s)¹,

26 July 2024

Notification of Publication of Corporate Communications and Environment, Social and Governance Report 2024 on the Company's Website

We hereby notify you that the following corporate communications (the “**Current Corporate Communications**”) of Wai Yuen Tong Medicine Holdings Limited (位元堂藥業控股有限公司*) (the “**Company**”), in both English and Chinese versions, are now available on the Company's website at www.wyth.net and the website of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) at www.hkexnews.hk:

- Annual Report for the year ended 31 March 2024; and
- Circular dated 26 July 2024 for the grant of general mandates to issue and to repurchase shares, re-election of the retiring directors and notice of annual general meeting.

You may now access the Current Corporate Communications under “Investor Relations” section of the Company's website or the Stock Exchange's website.

In support of electronic communication by email, Non-Registered Shareholder(s) are recommended to provide their valid and functional email addresses to their bank(s), broker(s), custodian(s) or nominee(s) through which your shares are held (collectively, the “**Intermediaries**”). If the Company does not receive your valid and functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of a Corporate Communication will be sent to you.

If you wish to receive a printed copy of the Current Corporate Communications, please complete the enclosed request form for non-registered shareholder(s) (the “**Request Form for Non-Registered Shareholder(s)**”) (with a pre-paid postage mailing label at the bottom of the Request Form for Non-Registered Shareholder(s)) and return it to the Company c/o the Company's branch share registrar and transfer office in Hong Kong (the “**Hong Kong Branch Share Registrar**”), Tricor Secretaries Limited by mail at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong, or by email to 897-ecom@hk.tricorglobal.com. The printed copy of the Current Corporate Communications will be sent to you free of charge upon receipt of your request.

Please note that by completing and returning the Request Form for Non-Registered Shareholder(s) to request for the printed copy of the Current Corporate Communications, you will expressly indicate that you prefer to receive all future corporate communication² of the Company (the “**Corporate Communications**”) in printed form.

Environmental, Social and Governance Report 2024 (the “**Report**”) is published in electronic form only and is available on the Company's website at www.wyth.net and the Stock Exchange's website at www.hkexnews.hk. You may access the Report under “Investor Relations” section of the Company's website or the Stock Exchange's website. If you wish to receive a printed copy of the Report, please send your request in writing to the Company c/o the Hong Kong Branch Share Registrar by mail (the address stated in above), or by email to 897-ecom@hk.tricorglobal.com.

Should you have any queries relating to this notification, please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of
WAI YUEN TONG MEDICINE HOLDINGS LIMITED
(位元堂藥業控股有限公司*)
Ng Yee Man Fiona
Company Secretary

Encl.

Notes:

1. Non-Registered Shareholder refers to a person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS).
2. Corporate Communication(s) refers to any document(s) issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to: (a) directors' reports, annual accounts together with a copy of the independent auditor's reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

* For identification purpose only

Request Form for Non-Registered Shareholder(s)²

To: **Wai Yuen Tong Medicine Holdings Limited (位元堂藥業控股有限公司*) (the “Company”) (Stock Code: 897)**
c/o Tricor Secretaries Limited
17/F., Far East Finance Centre,
16 Harcourt Road,
Hong Kong
(or by email to: 897-ecom@hk.tricorglobal.com)

REMINDER

As a Non-Registered Shareholder², if you wish to receive Corporate Communications[^] pursuant to the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited, you should liaise with your bank(s), broker(s), custodian(s) or nominee(s) through which your shares are held (collectively, the “Intermediaries”) and provide your address or email address to your Intermediaries.

Part A: I/We would like to receive the printed Current Corporate Communications dated 26 July 2024
(Please mark “✓” in the following box)

- to receive both the printed English and Chinese versions of the Current Corporate Communications

Part B: I/We would like to receive the future Corporate Communications of the Company in the manner as indicated below:
(Please mark “✓” in ONLY ONE of the following boxes)

- to read the Website Version ONLY in place of receiving printed copies and receive a written notification letter by post for the publication of Corporate Communications on the website of the Company; or;
- to receive the printed English version of future Corporate Communications ONLY; or
- to receive the printed Chinese version of future Corporate Communications ONLY; or
- to receive both the printed English and Chinese versions of future Corporate Communications.

Name of Non-Registered Shareholder(s): _____ Contact telephone number: _____

Address: _____

Signature: _____ Date: _____

Notes:

- Please complete all the items. If no box, or more than one box, is marked “✓”, or any signature or other information is incorrectly completed, the Company reserves its right to treat this Request Form for Non-Registered Shareholder(s) as void.
 - Non-Registered Shareholder refers to a person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS).
 - The above instruction in Part B will apply to all future Corporate Communications to be sent to you until you, by serving reasonable prior notice in writing to the Company c/o the Hong Kong Branch Share Registrar, Tricor Secretaries Limited, either by post at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 897-ecom@hk.tricorglobal.com.
 - You are entitled to change your choice of means of receipt and/or language(s) of all future Corporate Communications at any time by serving reasonable prior notice in writing to the Company either by post (to the address as stated in note 3 above) or by email to 897-ecom@hk.tricorglobal.com.
 - For the avoidance of doubt, we do not accept any other special instructions written on this Request Form for Non-Registered Shareholder(s).
 - Should you have any queries in relation to this Request Form for Non-Registered Shareholder(s), please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.
- [^] Corporate Communications include but are not limited to: (a) directors’ reports, annual accounts together with a copy of the independent auditor’s reports and, where applicable, summary financial reports; (b) interim reports and, where applicable, summary interim reports; (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms.

PERSONAL INFORMATION COLLECTION STATEMENT

- “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 (the “PDPO”).
- Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your instructions.
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its branch share registrar in Hong Kong, and/or other companies or bodies for any of the stated purposes, and 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 your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing to the Data Privacy Officer of Tricor Secretaries Limited at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong.

* For identification purpose only

(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 in Hong Kong.
當閣下寄回此申請表格時，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 Secretaries Limited
卓佳秘書商務有限公司

Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港