



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 Existing Registered Shareholder(s),

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; or your selected printed version(s) of the Current Corporate Communication is/are enclosed (if you have elected to receive printed copies of Corporate Communications by the Company):

- Annual Report for the year ended 31 March 2024;
- 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; and
- Proxy form.

You may now access the Current Corporate Communications under “Investor Relations” section of the Company's website or the Stock Exchange's website or by referring to the attached printed version(s) (if you have elected to receive printed copies of Corporate Communications by the Company).

If for any reason you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website, we will promptly send the printed copies of the Current Corporate Communications to you free of charge upon receipt of your request. Please mark “✓” in the appropriate box in Part A on the enclosed change request form (the “**Change Request Form**”) (with a pre-paid postage mailing label at the bottom of the Change Request Form). If you would like to change your choice of language and/or means of receiving all future corporate communications of the Company (the “**Corporate Communications**”), please mark “✓” in the appropriate box in Part B on the enclosed Change Request Form and sign and return the same 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, 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 the election of means of receipt and language(s) of all future Corporate Communications at any time by serving reasonable notice in writing to the Company c/o the Hong Kong Branch Share Registrar by mail (at the address above) or by e-mail to 897-ecom@hk.tricorglobal.com.

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.

Note: 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

Change Request Form

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)

Part A I/We have chosen (or am/are deemed to have consented) to read the Corporate Communications[^] posted on the Company’s website, but I/we would like to request a printed copy of the Current Corporate Communications dated 26 July 2024 in the following language(s):

(Please mark “✓” in **ONLY ONE** of the following boxes.)

- English version **ONLY**; or
 Chinese version **ONLY**; or
 Both the English and Chinese versions.

Part B I/We would like to receive the Company’s future Corporate Communications in the manner as indicated below:

(Please mark “✓” in **ONLY ONE** of the following boxes.)

- to access all future Corporate Communications published on the website of the Company (www.wyth.net) (the “**Website Version**”) **ONLY** in place of receiving printed copies and to receive a written notification letter by post for the publication of Corporate Communications on the website of the Company; or

Email Address: _____

(Please provide the email address in English Capital Letters and the email address provided is used for the purpose of receiving (i) all email notifications of the availability of the Corporate Communications on the website of the Company, and (ii) all future Actionable Corporate Communications[#] in electronic form from the Company. If no email address is provided or the email address provided by you is not functional, (i) a printed notification letter of the availability of the Corporate Communications on the website of the Company and (ii) all future Actionable Corporate Communications will be sent to you by post at your address as appearing in the Company’s register of members.)

- to receive the printed English version of all future Corporate Communications **ONLY**; or
 to receive the printed Chinese version of all future Corporate Communications **ONLY**; or
 to receive both the printed English and Chinese versions of all future Corporate Communications.

Name of 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 Change Request Form as void.
 - By electing to access the Website Version of the Corporate Communications published on the website of the Company instead of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.
 - 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 Change Request Form in order to be valid.
 - The above instruction will apply to all future Corporate Communications to be sent to you until you, by serving reasonable prior written notice, inform the Hong Kong Branch Share Registrar, Tricor Secretaries Limited, at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong by mail or by email to 897-ecom@hk.tricorglobal.com.
 - You have the right at any time by serving reasonable prior written notice to the Hong Kong Branch Share Registrar by mail (the address stated in note 4 above) or by email to 897-ecom@hk.tricorglobal.com to change the election of means of receipt and/or language(s) of future Corporate Communications.
 - For the avoidance of doubt, we do not accept any other special instructions written on this Change Request Form.
 - Should you have any queries in relation to this Change Request Form, 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.
- [#] Actionable Corporate Communication means any corporate communication from the Company that seeks instructions from its shareholders on how they wish to exercise their rights or make an election as the shareholders of the Company, including but not limited to, election forms in connection with a dividend payment, excess application forms in connection with a rights issue or open offer, applications forms for assured entitlement under an open offer, acceptance forms in connection with takeovers, mergers and share buy-backs, and provisional allotment letters in connection with a rights issue.

PERSONAL INFORMATION COLLECTION STATEMENT

- (i) “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”).
- (ii) 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.
- (iii) 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.
- (iv) 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 (the address stated in note 4 above).

* For identification purpose only

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



Please cut the mailing label and stick this on an envelope to return the Change Request Form to us.

No postage stamp is required for local mailing in Hong Kong.

當閣下寄回此變更申請表格時，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。

MAILING LABEL 郵寄標籤

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