



## 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)

### PROCEDURES FOR SHAREHOLDERS TO PROPOSE A PERSON FOR ELECTION AS A DIRECTOR

Bye-law 85 of the bye-laws of Wai Yuen Tong Medicine Holdings Limited (the “**Company**”) provides that no person, other than a retiring director of the Company (the “**Director(s)**”) shall, unless recommended by the board of Directors (the “**Board**”) for election, be eligible for election as a Director at any general meeting unless a notice in writing signed by a shareholder of the Company (the “**Shareholder(s)**”) (other than the person to be proposed) duly qualified to attend and vote at the meeting for which such notice is given of his intention to propose such person for election and also a notice signed by the person to be proposed of his willingness to be elected shall have been lodged at the head office or at the registration office of the Company in Hong Kong provided that the minimum length of the period, during which such notice(s) are given, shall be at least seven (7) days and that (if the Notices are submitted after the dispatch of the notice of the general meeting appointed for such election) the period for lodgment of such notice(s) shall commence on the day after the dispatch of the notice of the general meeting appointed for such election and end no later than seven (7) days prior to the date of such general meeting.

As such, if the Shareholder(s) wishes to nominate the person(s) (the “**Proposed Candidate(s)**”) to stand for election as a Director at a general meeting of the Company, the following documents must be validly served to the Board or the company secretary of the Company at the head office and principal place of business in Hong Kong of Suite 3101, 31/F., Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong:

- (a) a notice in writing signed by the Shareholder(s) (other than the person(s) to be proposed) duly qualified to attend and vote at the meeting for which such notice is given of his/her/their intention to propose the Proposed Candidate(s) for election; and
- (b) a notice(s) in writing signed by the Proposed Candidate(s) of his/her/their willingness to be elected.

As stipulated in the aforesaid bye-law, please note that the minimum length of the period, during which such notices are given, shall be at least seven (7) days and that (if the notices are submitted after the dispatch of the notice of the general meeting appointed for such election) the period for lodgment of such notice(s) shall commence on the day after the despatch of the notice of the general meeting appointed for such election and end no later than seven (7) days prior to the date of such general meeting.

In order to allow the Company sufficient time to inform the Shareholders of the proposal and to enable the Shareholders to make an informed decision on their election at a general meeting, the notice in writing must state the full name of the Proposed Candidate(s) and include his/her/their biographical details as required under Rule 13.51(2) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), as amended from time to time, as published on the website of The Stock Exchange of Hong Kong Limited ([www.hkex.com.hk](http://www.hkex.com.hk)) and the Proposed Candidate’s written consent to the publication of his/her/their personal data.

Upon receipt of the notice(s) in writing from the Shareholder(s) to propose the election of the Proposed Candidate(s) at the general meeting, the Company will then publish an announcement in accordance with the requirements under the Listing Rules or issue a supplementary circular. The particulars of the Proposed Candidate(s) will be included in the announcement or supplementary circular of the Company.

Please note that if the notice in writing is received less than fifteen (15) clear days prior to the general meeting, the Company will assess whether or not it is necessary to adjourn such general meeting in order to allow Shareholders to have at least ten (10) business days before the date of the relevant general meeting to consider the relevant information disclosed in the announcement or supplementary circular.

Should there be any questions in relation to the procedures for proposing a person as a Director, please make an written enquiry to the company secretary of the Company of Suite 3101, 31/F., Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong.

*August 2022*

*\* For identification purpose only*