



# 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)

## ARRANGEMENTS REGARDING DISSEMINATION OF CORPORATE COMMUNICATIONS

Under the current arrangements, Wai Yuen Tong Medicine Holdings Limited (the “Company”) supplies or makes available the Corporate Communications<sup>1</sup> of the Company (other than Actionable Corporate Communications<sup>2</sup>) to shareholders of the Company (the “Shareholder(s)”) by electronic means through the website of the Company (the “Company Website”) and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk (the “Stock Exchange Website”, together with the Company Website, the “Websites”), if the relevant Shareholders have elected (or are considered to have elected) to receive the Websites version<sup>3</sup> of the Corporate Communications, as described below. Consistent with Rule 2.07A of the current Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“Listing Rules”), the Company will continue the existing electronic dissemination arrangements for Corporate Communications as described above, save for (i) the arrangements regarding Actionable Corporate Communications (please refer to the paragraph below), and (ii) that printed form of the Corporate Communications will be sent to those Shareholders who have made written requests to the Company.

Pursuant to the Listing Rules, the Company must send Actionable Corporate Communications to the Shareholders individually. The Company will send the Actionable Corporate Communications<sup>2</sup> to Shareholders individually in electronic form by email. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will send the Shareholder all future Actionable Corporate Communications in printed form by post, until such time when the Shareholder have provided a functional email address to the Company’s branch share registrar and transfer office in Hong Kong (the “Hong Kong Branch Share Registrar”), Tricor Secretaries Limited, for receiving the Actionable Corporate Communications in electronic form. The Company will be considered to have complied with the Listing Rules if it sends Corporate Communications and/or Actionable Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery” message. For the avoidance of doubt, Actionable Corporate Communications do not include notices of general meetings and proxy forms.

### Registered Shareholders

For registered Shareholders, including new registered Shareholders, each of them will be asked individually by the Company to indicate whether they agree to access all future Corporate Communications published on the Company Website (the “Website Version”) only, in place of receiving printed copies, and receive a notification for the publication of the Corporate Communications on the Company Website by email or by post. If the Company does not receive any response indicating the Shareholder’s objection within a period of 28 days from the date of the Company’s notification to such Shareholder(s), the registered Shareholder will be deemed to have consented to receive the Websites version instead of a printed version, and a notification of the publication of the relevant Corporate Communications on the Company Website will be sent to the registered Shareholder by email, or if no functional email address is provided by the registered Shareholder, by post at the address recorded on the register of members of the Company.

A registered Shareholder who has elected (or is deemed to have elected) to receive/assess the Website Version of Corporate Communications but for any reason has difficulty in accessing the relevant Corporate Communications published on the Company Website, or wishes to receive printed copies of such Corporate Communications, may by written request to the Company, whereupon the Company will send the printed version free of charge to him/her (Please see “Election of Language and Means of Receipt of Corporate Communications” section below for details).

\* For identification purpose only

## Non-Registered Shareholders

For non-registered Shareholders, a notification of publication of the Corporate Communications on the Company Website will be sent by post or e-mail. If Non-registered Shareholders wish to receive a notice of publication of the Website Version of all future Corporate Communications, they should liaise with their bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited (collectively, the “Intermediaries”) through which their shares in the Company are held for the necessary arrangements. If the Company does not receive the Non-registered Shareholders’s functional email address or postal address from the Non-registered Shareholders’s Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to the Non-registered Shareholder. Non-registered Shareholders may also request to receive the printed version of Corporate Communications — (Please see “Election of Language and Means of Receipt of Corporate Communication” section below for details).

## Election of Language and Means of Receipt of Corporate Communication

Upon publication of the relevant Corporate Communication(s) by the Company, a registered or non-registered Shareholder who wishes to receive the relevant Corporate Communication(s) in printed form or in a language version other than the existing chosen one (if any choice has previously been made) may complete and submit the relevant Request Form (Please see below) to the Hong Kong Branch Share Registrar (as defined below).

Registered and non-registered Shareholders are entitled to change the election of language (English and/or Chinese) or means of receipt (in printed copy or by Websites version) of all future Corporate Communications at any time, free of charge, by completing and submitting the relevant Request Form (Please see below) with not less than seven clear business days to the Hong Kong Branch Share Registrar at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, or by email to 897-ecom@hk.tricorglobal.com.

The abovementioned Request Forms for registered and non-registered Shareholders to change their choice of language or means of receiving Corporate Communications and/or to request the Printed Version are available for download below:

- [Corporate Communication Request Form for Registered Shareholders](#)
- [Corporate Communication Request Form for Non-registered Shareholders](#)

The Shareholders who have any queries in relation to election of language or means of receipt of the Corporate Communications may call the enquiry hotline of the Hong Kong Branch Share Registrar on (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

*Notes:*

1. *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.*
2. *Actionable Corporate Communications refer to any corporate communications of the Company that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as the Shareholders. For the avoidance of doubt, Actionable Corporate Communications do not include notices of meetings and proxy forms.*
3. *The version of Corporate Communications being published, in both English and Chinese, on the Websites.*