

18 January 2024

Dear Non-registered Shareholders,

**Beijing Capital Grand Limited (the “Company”) – Notice of Publication  
Notice of publication of Circular and Notice of Extraordinary General Meeting dated 18 January 2024 and Proxy Form  
(the “Current Corporate Communication”) on website**

Please note that both the English and Chinese versions of the Current Corporate Communication are available electronically on the Company’s website at [www.bcgrand.com](http://www.bcgrand.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication by clicking the relevant title as appeared on the website of the Company or browsing through the HKEXnews website.

**Collection of your electronic contact details**

As a non-registered shareholder, to ensure timely receipt of the latest Corporate Communications<sup>1</sup> or Notices of Publication<sup>2</sup> by email, if you have not provided your email address to the Company or need to update your email address, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries. If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, (i) you will be unable to receive any Corporate Communications<sup>1</sup> and Notices of Publication<sup>2</sup> by email; and (ii) the Company would only be able to send you the printed copy of the Corporate Communications<sup>1</sup> and the Notices of Publication<sup>2</sup>.

We encourage you to access Corporate Communications of the Company in electronic form on the Company’s website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company’s branch share registrar in Hong Kong (the “Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [1329-ecom@hk.tricorglobal.com](mailto:1329-ecom@hk.tricorglobal.com). Please note that the hardcopy request will be valid until expiry on 31 December 2025 unless being revoked or superseded (whichever is earlier). Further request in writing will be required if a non-registered shareholder prefers to continue receiving hard copies of future Corporate Communications.

Should you have any queries on the above matters, please call the enquiry hotline of the Company’s branch share registrar in Hong Kong at (852) 2980 1333 from 9:00 am to 6:00 pm (Monday to Friday, excluding Hong Kong public holidays) or send an email to [1329-ecom@hk.tricorglobal.com](mailto:1329-ecom@hk.tricorglobal.com).

- <sup>1</sup> “Corporate Communications” refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company’s securities or the investing public, 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; and (e) a circular.
- <sup>2</sup> A notice of publication in relation to the English and Chinese versions of Corporate Communications being published on the Company’s website and the HKEXnews website, in both English and Chinese, will be sent by the Company to the holder(s) of the Share(s) of the Company by email or by post (only if the Company does not possess the functional email address of such holder(s)) on the publication date of the Corporate Communications.

Yours faithfully,  
**Beijing Capital Grand Limited**

2024年1月18日

各位非登記股東：

**首創鉅大有限公司(「本公司」) - 登載通知**

**日期為二零二四年一月十八日之通函及股東特別大會通告及代表委任表格(「本次企業通訊文件」)已在網站登載通知**

請注意，本次企業通訊文件的英文版和中文版已上載於本公司網站 ([www.bcgrand.com](http://www.bcgrand.com)) 和披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk))，可供查閱。閣下可在本公司網站按下相關標題網頁以閱覽本次企業通訊文件或在披露易網站瀏覽有關文件。

**徵集 閣下之電子聯絡資料**

作為非登記股東，為確保及時透過電子郵件方式收取或接收最新的企業通訊<sup>1</sup>及登載通知<sup>2</sup>，如閣下尚未提供閣下之電子郵件地址予本公司，或需更新閣下之電子郵件地址，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。如果本公司沒有從中介公司收到閣下的有效電子郵件地址，(i)閣下將無法透過電子郵件方式收取或接收企業通訊<sup>1</sup>及登載通知<sup>2</sup>；及(ii)本公司只能以印刷本方式向閣下發送可供採取行動的企業通訊<sup>1</sup>及登載通知<sup>2</sup>，直至中介公司收到閣下有效的電子郵件地址為止。

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的企業通訊。若閣下希望收取日後企業通訊之印刷版，請填妥本函背頁之申請表格並交回本公司的香港股份過戶登記分處(「股份過戶登記處」)卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至 [1329-ecom@hk.tricorglobal.com](mailto:1329-ecom@hk.tricorglobal.com)。請注意，非登記股東的印刷版本要求將直至2025年12月31日到期前有效，除非被撤銷或取代(以較早者為準)。若非登記股東希望繼續收到日後企業通訊的印刷本，則需要再作書面要求。

如閣下對本函內容有任何疑問，請致電本公司的香港股份過戶登記分處電話熱線(852) 2980 1333，辦公時間為星期一至五(香港公眾假期除外)上午9時正至下午6時正，或電郵至 [1329-ecom@hk.tricorglobal.com](mailto:1329-ecom@hk.tricorglobal.com)。

- <sup>1</sup> 「企業通訊」指由本公司發出或將予發出以供本公司任何證券的持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；及(e)通函。
- <sup>2</sup> 本公司將於企業通訊刊發日期通過電子郵件方式或郵寄方式(僅在本公司沒有獲取本公司證券持有人有效電子郵件地址時)向本公司證券持有人發送在本公司網站及聯交所網站上發佈的中文及英文版本之企業通訊電子版的登載通知，該通知將同時提供英文和中文版本。

首創鉅大有限公司  
謹啟

Non-registered Shareholder's information (English name and Address):  
非登記股東資料 (英文姓名及地址) :

## REQUEST FORM 申請表格

To: **Beijing Capital Grand Limited**  
(Stock Code: 1329) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: **首創鉅大有限公司**  
(股份代號: 1329) (「本公司」)  
經卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications (I) pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取企業通訊(I)，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive the current and future Corporate Communications<sup>(1)</sup> of the Company in printed copy.  
本人/吾等要求索取本公司本次及今後刊發之企業通訊<sup>(1)</sup>之印刷本。

Signature:  
簽署:

Date:

日期:

Name:  
姓名:

Contact Phone Number:

(English 英文) 聯絡電話:

(in block letters 請以正楷填寫)

### Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, 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; and (e) a circular.  
「企業通訊」指由本公司發出或將予發出以供本公司任何證券的持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)會議通告；(d)上市文件；及(e)通函。
- By completing and returning this Request Form to request for the printed copy of the Current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當閣下填寫及寄回此申請表格以索取刊發之本次企業通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有企業通訊的印刷本。
- This request will be valid unless being revoked or superseded or until expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if Shareholder prefers to continue receiving printed copy of future Corporate Communications.  
此請求將一直有效，除非被撤銷或取代，或者直到2025年12月31日到期(以較早者為準)。如果股東希望繼續收到日後的企業通訊的印刷本，則需要做進一步書面請求。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. 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 to correct 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:

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱，聯絡電話號碼，電子郵箱地址和郵寄地址。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

經郵寄: 個人資料私隱主任  
卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

By email to: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

經電郵: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

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

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，請將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 Investor Services Limited  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港