(於香港註冊成立之有限公司) (股份代號:392)

敬啟者:

## 選擇公司通訊的收取方式及語言版本

根據《香港聯合交易所有限公司證券上市規則》,現特致函 閣下就北京控股有限公司(「本公司」)日後寄發的公司通訊(註)(「公司通訊」)作出選擇。

## 閣下可選擇:

- (1) 以電子方式透過本公司網站(www.behl.com.hk)收取本公司日後刊發之公司通訊(「網上版本」),並通過 閣下的電郵地址,收取公司通訊已在本公司網站刊登的通知;或
- (2) 日後僅收取公司通訊之英文印刷本;或
- (3) 日後僅收取公司通訊之中文印刷本;或
- (4) 日後同時收取公司通訊之中、英文印刷本。

為了積極響應環保並節省成本,本公司建議 閣下選擇網上版本(即第(1)項)。即使選擇網上版本,閣下仍可隨時以合理書面通知本公司的股份過戶登記處更改 閣下的選擇。

請 閣下於隨附的回條上適當空格內劃上「✔」號,簽署後親手交回或寄回(如在香港投寄,可使用回條底部隨附之郵寄標籤,毋須貼上郵票)本公司的股份過戶登記處卓佳登捷時有限公司,地址為夏慤道16號遠東金融中心17樓,或將有關的要求電郵至392-ecom@vistra.com。

倘若本公司於2024年5月31日或之前仍未收到 閣下填妥並簽署的回條,及直至 閣下以合理書面通知本公司的股份過戶登記處為止,則 閣下將被視為已同意以上述第(1)項方案收取本公司所有日後發出的公司通訊,而本公司會以電郵方式通知 閣下有關公司通訊已在本公司網站刊登(如未能提供電郵地址,則該通知將會郵寄至 閣下的登記地址)。

如 閣下對本函件有任何疑問,請於辦公時間內(星期一至星期五上午九時至下午六時,香港公眾假期除外)致電本公司的股份過戶登記處之客戶服務熱線(852) 2980 1333 查詢。

此 致

列位股東 台照

代表 北京控股有限公司 執行董事 譚振輝 謹啟

2024年4月30日

註: 「公司通訊」指本公司發出或將發出以供其任何證券的持有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、 會議通告、上市文件、通函及代表委任表格。

## REPLY FORM 回條

To: Beijing Enterprises Holdings Limited (the "Company") c/o Tricor Tengis Limited

17/F. Far East Finance Centre 16 Harcourt Road, Hong Kong 北京控股有限公司(「本公司」) 經卓佳登捷時有限公司 香港夏慤道16號 猿東金融中心17樓

I/We would like to receive all future Corporate Communications\* of the Company in the manner as indicated below: 本人/我們希望以下列方式收取本公司日後所有之公司通訊\*:

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

| (請 <b>僅在其中一個空格</b> 內劃上「✔」號)                                       |  |  |
|---|--|--|
|   | by electronic means through the Company's website with an email notification to be sent to the email address below of the publication of Corporate Communications on the Company's website; OR<br>以電子方式透過本公司網站收取公司通訊,並通過以下電郵地址收取公司通訊已在本公司網站刊登的電郵通知;或   |  |
|   | Email Address<br>電郵地址  |  |
|   | (The Company will send to the email address provided above (if any) a notification of the avail website. If no email address is provided by a shareholder, a letter will be sent to the shareh corporate communication on the Company's website. Please provide the email address in capifor notification of release of corporate communications.) (每次本公司網站登載公司通訊時如股東未有提供電郵地址,則將於每次本公司網站登載公司通訊時向該股東發出通知函件,知公司通訊的發佈。) | older notifying the shareholder of the availability of each ital letters in English. The email address will be used only 本公司將發送電郵通知至以上提供的電郵地址(如有)。 |
|   | to receive the <b>printed English version</b> only; OR<br>僅收取 <b>英文印刷本</b> ;或  |  |
|   | to receive the <b>printed Chinese version</b> only; OR<br>僅收取中文印刷本;或   |  |
|   | to receive <b>both printed English and Chinese versions</b> .<br>同時收取中文及英文印刷本。   |  |
| Name<br>姓名  | Please use BLOCK CAPITALS 請用正楷填寫)  | Signature<br>簽名  |
| (Please use BLOCK CAPITALS 前用工作吳裔)  Contact telephone number Date |  |  |

Contact telephone number 聯絡電話號碼

Notes 附註

- 註:

  If the Company does not receive the duly completed and signed Reply Form on or before 31 May 2024, you will be deemed to have consented to receive all future Corporate Communications by electronic means through the Company's website and a notification of the publication of the corporate communications on the Company's Website will be sent to you by email or, if no email address provided, by post to your registered address. 如本公司於2024年5月31日或之前仍未收到 関下白壤含及餐署安富的回條,関下將被視為已同意以電子方式透過本公司網站收取本公司日後所有之公司通訊,而本公司會以電郵通知 関下有關公司通訊已登載在本公司網站;如未能提供電郵地址,則該通知將會郵寄至 関下的登記地址。
  Any Reply Form with more than one box marked "√", with no box marked "√", with no signature or otherwise incorrectly completed will be void. 如在本回條作出超過一項選擇。或未有作出選擇、或未有簽署、或填寫不正確,則本回條將會作廢。
  If your shares are held in joint names, the shareholder whose name stands first on the register on members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid. 如屬聯名股東,則本回條須由在本公司股東名冊上就聯名持有股份而其姓名排列首位的股東簽署,方為有效。
  The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company otherwise by giving the Company's share registrar, Tricor Tengis Limited, at 17/F. Far East Finance Centre. 16 Harcourt Road, Hong Kone, reasonable prior notice in writing or by email to 392-econome vistra.com.

- at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong, reasonable prior notice in writing or by email to 392-ecom@vistra.com. 上述指示適用於本公司日後向本公司股東發出之所有公司通訊,直至 閣下在合理時間內向本公司發出以其他方式收取公司通訊的預先書面通知或電郵為止,相關的書面通知須送達本公司股份過戶登記處卓佳登捷時有限公司,地址為香港夏戀道16號遠東金融中心17樓,或電郵至392-ecom@vistra.com。
- By selecting to read all the Company's future Corporate Communications on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Dy setecting to read an inc company a mane Corporation Communications in printed form.
  如 関下選擇在本公司網站閱覽本公司日後所有公司通訊以代替收取印刷本。關下乃明確表示放棄收取公司通訊印刷本的權利。
- "Corporate Communications" refer to any documents issued or to be issued by the Company for information or action of holders of any of its securities, including but not limited to its annual reports, interim reports, notices of meeting, listing documents, circulars and proxy forms. [公司通訊]指由本公司發出或將發出以供其任何證券的持有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、會議通告、上市文件、通函及代表委任表格。

## 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, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this Form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its Share Registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the

such parties who are authorised by law to request the information of are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to furfil the Purposes including for verification and record purposes). Requests for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Tengis Limited at the above address.

本聲明中所指的「個人資料」與香港法例第486章(個人資料(私廳)條例》中「個人資料」的涵義相同。 關下是自顯提供個人資料,以用於處理 閣下在本表格上所述的指示(「該等用途」)。如 閣下未能提供是夠資料,本公司有可能無法處理 閣下的指示。本公司可就數所述的該等用途」。每期 閣下 總提供是夠資料,本公司有可能無法處理 閣下的指示。本公司可就數所述的該等用途(包括的數),以及其他獲法例授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核質及紀錄用途)。有關查閱及/或更正個人資料的要求可按照《個人資料(組紀)條例》提出,而有關要求須以書面方式郵寄至卓佳登捷時有限公司(地址如上)的私隱條例事務主任。

(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 this Reply Form to us No postage stamp is required for local mailing

閣下寄回此回條時,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

**Tricor Tengis Limited** 卓佳登捷時有限公司 Freepost No. 簡便回郵號碼: 10 GPO Hong Kong 香港 BEHL (392)

日期