



(於香港註冊成立之有限公司)

(Stock Code 股份代號：392)

## Change Request Form 更改表格

Registered shareholders may at any time change the choice of language and/or means of receipt of Beijing Enterprises Holdings Limited's (the "Company") Corporate Communications\* by completing this Change Request Form and returning it to the Company's share registrar, Tricor Investor Services Limited (the "Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the postage-prepaid mailing label provided or by email at [392-ecom@vistra.com](mailto:392-ecom@vistra.com).

如登記股東欲更改收取北京控股有限公司（「公司」）公司通訊\*之語言版本及/或收取方式之選擇，可隨時填寫本更改表格，並使用提供之已預付郵費之郵寄標籤將表格寄回公司之股份過戶登記處卓佳證券登記有限公司（「股份過戶登記處」），地址為香港夏慤道16號遠東金融中心17樓，或以電郵發送至 [392-ecom@vistra.com](mailto:392-ecom@vistra.com)。

**Option 1:** I/we hereby provide my/our email address in writing for receiving email notifications of the relevant publications of  
**選項 1** future Corporate Communications on the Company's website or the HKEXnews website.

本人/吾等現以書面方式提供本人/吾等之電郵地址，以收取公司日後在公司網站或香港交易所披露易網站上相關發佈的電郵通知。

Name(s) of Shareholder(s) 股東姓名：

Address 地址：

(Chinese 中文)

(English 英文)

(Please use ENGLISH BLOCK CAPITALS 請用英文正楷填寫)

Email Address 電郵地址<sup>1</sup>:[illegible]

**Option 2:** I/we would like to receive future Corporate Communications in printed form in the language(s) indicated below.<sup>2</sup> (Please mark “✓” in one of the boxes below)

本人/吾等希望以下述的語言版本收取日後公司通訊之印刷本。<sup>2</sup> (請在以下一個方格內劃上「✓」號)

☐ English version 英文版 / ☐ Chinese version 中文版 / ☐ Both English and Chinese versions 英文及中文版

**Signature(s)**

簽名<sup>3</sup>：

**Contact number**

聯絡電話：

Date \_\_\_\_\_

日期：

*Notes 附註：*

1. If the Company does not receive a valid email address, you will be unable to receive email notifications regarding the relevant publications on website.

- 如公司沒有收到閣下的有效電郵地址，閣下將無法收到網站上相關資訊的電郵通知。
4. If you mark “✓” in the box in Option 2, no email address will be registered and only Corporate Communications in printed form will be received. Your request for receiving printed copies will be valid until such request is revoked in writing. **The Company is committed to its sustainability initiatives and printed copies of Sustainability Reports will not be provided unless specific request in writing is made to the Share Registrar prior to its publication.**
- 如閣下在選項 2 方格內劃上“✓”號，將不會有電郵地址被登記，閣下只會收取公司通訊的印刷本。閣下收取公司通訊印刷本之要求將持續有效，直至該要求經書面方式被撤回為止。公司致力促進可持續發展，除非於刊發前以書面方式向股份過戶登記處提出具體要求，否則不會提供可持續發展報告之印刷本。
5. 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 this Change Request Form in order for it to be valid.
- 如屬聯名股東，則本更改表格須由該名於公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
6. Any Change Request Form with no indicated choice or no signature or otherwise incorrectly completed will be void.
- 任何未作出選擇或未有簽署或在其他方面填寫不正確之本更改表格將會作廢。
7. If you provide more than one email address by email, this Change Request Form and/or other means, only the latest email address provided will be registered.
- 如閣下通過電郵、本更改表格及/或以其他方式提供多於一個的電郵地址，只有閣下最後提供的電郵地址將會被登記。
8. For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
- 為免存疑，於本更改表格上書寫之任何特定指示，公司將不予處理。
9. Please note that printed English and Chinese versions of all the Company's Corporate Communications which have been sent to shareholders in the past 12 months are available from the Company on request. English and Chinese versions of all the Company's Corporate Communications are also available on the Company's website ([www.behl.com.hk](http://www.behl.com.hk)) for 5 years from the date of first publication.
- 公司備有於過去 12 個月曾寄發予股東的所有公司通訊中的、英文版印刷本，可供索取。所有公司通訊中、英文版亦由首次登載日期起計，持續 5 年載於公司網站 [www.behl.com.hk](http://www.behl.com.hk) 上。
- \* *“Corporate Communications, in general, include (a) the annual report; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, issued by the Company, but exclude Actionable Corporate Communications that seek instructions from shareholders on how they wish to exercise their rights or make an election as shareholders. The Company will send Actionable Corporate Communications to shareholders individually instead of just making them available on websites.*
- “公司通訊”一般包括由公司刊發之(a)年報；(b)中期報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任書，及就上述所載之而言，不包括涉及尋求股東指示就如何行使其股東權利或以股東身份作出選擇的可供採取行動的公司通訊。公司會將該等可供採取行動的公司通訊個別發送予股東，而不會僅將之置載於網站。

## 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 Purposes (including for verification and record purposes). Request 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 Investor Services 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（私隱）條例》中「個人資料」的涵義相同。閣下是自願提供個人資料，以用於處理閣下在本表格上所述的指示（「該等用途」）。如閣下未能提供足夠資料，閣下有可能無法處理閣下的指示。公司可就所述的該等用途，將個人資料披露或轉移給公司的附屬公司、股份登記處及／或為公司向提供行政、電腦及其他服務的其他服務供應商，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及／或需要接收有關資料之人士。該等資料將在適當期間保留作履行所述的該等用途（包括作核實及紀錄用途）。有關查閱及／或更正個人資料的要求可按照《個人資料（私隱）條例》提出，而有關要求須以書面方式郵寄至卓佳證券登記有限公司（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 it on an envelope  
to return this Change Request Form to us.

**No postage stamp is required for local mailing**

當閣下寄回此更改表格時，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

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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  
BEHL (392)