



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)

Dear Non-Registered Holder(s)¹

23 July 2020

Notification of publication of Corporate Communications on the Company's website

We hereby notify you that the following corporate communications (the “**Current Corporate Communications**”) of Wai Yuen Tong Medicine Holdings Limited (the “**Company**”), in both English and Chinese versions, are now available on the Company's website at www.wyth.net and the website of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) at www.hkexnews.hk:

- Annual report for the year ended 31 March 2020; and
- Circular dated 23 July 2020 for the general mandate to issue and repurchase shares, re-election of directors and notice of annual general meeting.

You may now access the Current Corporate Communications under “Investor Relations” section of the Company's website or the Stock Exchange's website.

If you wish to receive a printed copy of the Current Corporate Communications, please complete the enclosed Request Form for Non-Registered Holder(s) (with a pre-paid postage mailing label at the bottom of the Request Form for Non-Registered Holder(s)) and return it to the Company c/o the Company's branch share registrar and transfer office in Hong Kong (the “**Hong Kong Branch Share Registrar**”), Tricor Secretaries Limited by mail at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong, or by email to is-ecom@hk.tricorglobal.com. The printed copy of the Current Corporate Communications will be sent to you free of charge upon receipt of your request.

Please note that by completing and returning the Request Form for Non-Registered Holder(s) to request for the printed copy of the Current Corporate Communications, you will expressly indicate that you prefer to receive all future Corporate Communications² of the Company in printed form.

Should you have any queries relating to this notification, please call the enquiry hotline of Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of
WAI YUEN TONG MEDICINE HOLDINGS LIMITED
(位元堂藥業控股有限公司*)
Mak Yuen Ming, Anita
Company Secretary

Encl.

Notes:

1. Non-registered Holder refers to a person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS).
2. Corporate Communication(s) refers to any document(s) issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to: (a) the 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.

* *For identification purpose only*

Request Form for Non-Registered Holder(s)²

To: **Wai Yuen Tong Medicine Holdings Limited*** (the “Company”) (Stock Code: 897)
c/o Tricor Secretaries Limited
Level 54, Hopewell Centre
183 Queen’s Road East
Hong Kong

I/We would like to receive the Current Corporate Communications and all future Corporate Communications[^] of the Company in the manner as indicated below:

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

- to receive the printed English version **ONLY**; or
- to receive the printed Chinese version **ONLY**; or
- to receive both printed English and Chinese versions.

Name of Non-registered Holder(s): _____ Contact telephone number: _____

Address: _____

Signature: _____ Date: _____

Notes:

1. Please complete all the items. If no box, or more than one box, is marked “✓”, or any signature or other information is incorrectly completed, the Company reserves its right to treat this Request Form for Non-Registered Holder(s) as void.
 2. Non-registered Holder refers to a person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS).
 3. By completing and returning this Request Form for Non-Registered Holder(s) to request for the printed copy of the Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed form.
 4. For the avoidance of doubt, we do not accept any other special instructions written on this Request Form for Non-Registered Holder(s).
 5. Should you have any queries in relation to this Request Form for Non-Registered Holder(s), please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays.
- [^] Corporate Communications include but not limited to: (a) the 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.

PERSONAL INFORMATION COLLECTION STATEMENT

- (i) “Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).
- (ii) Your supply of Personal Data to the Company is on a voluntary basis. If you fail to provide sufficient information, the Company may not be able to process your appointment of proxy and other instructions.
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its share registrar and branch share registrar in Hong Kong, and/or other companies or bodies for any of the stated purposes, and retained for such period as may be necessary for our verification and record purposes.
- (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing to the Personal Data Privacy Officer of Tricor Secretaries Limited (the address stated above).

* For identification purpose only

(Please cut along the dotted line 請沿虛線剪下)

Mailing Label 郵寄標籤

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

No postage stamp is required for local mailing in Hong Kong.

當閣下寄回此表格時，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。

Tricor Secretaries Limited
卓佳秘書商務有限公司

Freepost No. 簡便回郵號碼：37
Hong Kong 香港