



北京能源國際控股有限公司

Beijing Energy International Holding Co., Ltd.

(Incorporated in the Bermuda with limited liability)
(於百慕達註冊成立之有限公司)
(Stock Code: 686)
(股份代號: 686)

NOTIFICATION LETTER 通知信函

27 May 2022

Dear Non-registered Holder(s) ^(Note 1),

Beijing Energy International Holding Co., Ltd. (the “Company”)
Notification of publication of Environmental, Social and Governance Report 2021, Circular dated 27 May 2022 in relation to the Proposals for General Mandates to Repurchase Shares and Issue Shares, Re-election of Retiring Directors together with Notice and Proxy Form of the Annual General Meeting to be held on Tuesday, 28 June 2022 (the “Current Corporate Communication”)

We are pleased to inform you that the English and Chinese versions of the Current Corporate Communication of the Company are available on the Company’s website at <http://www.bjei.com> and the website of the HKEXnews at <http://www.hkexnews.hk>. You may access the Current Corporate Communication by clicking “Investor Relations” on the home page of the Company’s website or by searching under “Listed Company Information” on the website of the HKEXnews.

If you for any reason have difficulty in receiving or gaining access to the Current Corporate Communication posted on the said websites, please complete the Request Form on the reverse side of this letter and return it by post to the Hong Kong branch share registrar of the Company, Computershare Hong Kong Investor Services Limited (the “Hong Kong Branch Share Registrar”) at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to beijingenergy.com@computershare.com.hk. We will promptly send the printed form of the said documents to you free of charge upon receipt of your request.

Please note that by completing and returning the Request Form to request for the printed copies of the Current Corporate Communication to the Hong Kong Branch Share Registrar, you will expressly indicate that your instruction to receive printed copy will apply to all future Corporate Communication(s) ^(Note 2) to be sent to you until you notify the Hong Kong Branch Share Registrar otherwise or you cease to hold any shares of the Company.

Should you have any queries relating to this notification, please call the enquiry hotline of the Hong Kong Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays.

Yours faithfully,
For and on behalf of
Beijing Energy International Holding Co., Ltd.
Zhang Ping
Chairman

- Notes: 1. This letter is addressed to non-registered holder(s) whose shares in the Company are held in The Central Clearing and Settlement System (CCASS) and who have notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communication(s) from the Company.
2. Corporate Communication(s) refers to any document issued or to be issued by the Company for the information or action of any holders 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; (e) a circular; and (f) a proxy form.

各位非登記持有人 ^(附註1)：

北京能源國際控股有限公司（「本公司」）

2021年環境、社會及管治報告、日期為2022年5月27日的通函有關購回股份及發行股份之一般授權之建議、重選退任董事以及將於2022年6月28日（星期二）舉行之股東週年大會通告及代表委任表格（「本次公司通訊」）之發佈通知

本公司欣然知會閣下本次公司通訊的英文及中文版本已上載於本公司網站 <http://www.bjei.com> 及香港交易所披露易網站 <http://www.hkexnews.hk>。請在本公司網站主頁按「投資者關係」一項或在香港交易所披露易網站於「上市公司公告」項下搜尋及參閱本次公司通訊。

倘閣下因任何理由在前述網站收取或接收本次公司通訊上出現困難，閣下可填妥本函背面之申請表格並郵寄予本公司之香港股份過戶登記分處香港中央證券登記有限公司（「香港股份過戶登記分處」），地址為香港灣仔皇后大道東183號合和中心17M樓或電郵至 beijingenergy.com@computershare.com.hk。我們將於接獲閣下要求時，儘快向閣下免費發送前述文件之印刷本。

請注意，當閣下填寫及交回申請表格以索取本次公司通訊之印刷本後，即表示確認閣下收取印刷本之指示將適用於本公司所有日後公司通訊文件 ^(附註2)，直至閣下通知香港股份過戶登記分處另作安排或停止持有本公司的股份為止。

閣下如對本函有任何疑問，請於星期一至星期五（公眾假期除外）上午九時至下午六時，致電香港股份過戶登記分處查詢熱線(852) 2862 8688查詢。

代表
北京能源國際控股有限公司
主席
張平
謹啟

二零二二年五月二十七日

- 附註：1. 本函乃向本公司非登記持有人發出，非登記持有人所持之本公司股份存放於中央結算及交收系統，並透過香港中央結算有限公司不時向本公司發出通知，表示欲收取本公司的公司通訊文件。
2. 公司通訊文件指由本公司發出或將予發出以供本公司任何證券持有人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、其年度賬目連同核數師報告副本以及（如適用）其財務摘要報告；(b)中期報告及（如適用）其中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

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Name(s) and Address of Non-registered Holders(s):
非登記持有人之姓名及地址:

Request Form 申請表格

To: Beijing Energy International Holding Co., Ltd. (the "Company")
(Incorporated in the Bermuda with limited liability)
(Stock Code: 686)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre
183 Queen's Road East
Wanchai, Hong Kong

致：北京能源國際控股有限公司（「本公司」）
(於百慕達註冊成立之有限公司)
(股份代號：686)
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We would like to receive the Current Corporate Communication* of the Company and all future Corporate Communication(s) ("Corporate Communication") in the manner as indicated below:

本人／我們希望以下列方式收取本次公司通訊及所有今後刊發之公司通訊文件*（「公司通訊」）；

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

(請從下列選擇中，僅在**其中一個**空格內劃上「✓」號)

- to read all the Corporate Communication published on the Company's website: <http://www.bjei.com> in place of receiving printed copies and receive a printed notification letter of the publication of the Corporate Communication on the Company's website; OR
瀏覽本公司網站 <http://www.bjei.com> 刊載由本公司向股東發出之所有公司通訊，以代替印刷本，並收取公司通訊已在本公司網站發佈之通知書印刷本；或
- to receive **both printed English and Chinese versions of all the Corporate Communication.**
同時收取所有公司通訊之英文及中文印刷本。

Name(s) of non-registered holder(s)
非登記持有人姓名

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

Date
日期

Contact telephone number
聯絡電話號碼

Signature(s)
簽署

Notes:
附註：

- IMPORTANT: The above instruction will apply to all future Corporate Communication(s) until you notify the Hong Kong Branch Share Registrar otherwise or you cease to hold any shares of the Company.**
重要提示：上述指示適用於所有日後公司通訊直至閣下通知香港股份過戶登記分處另作安排或停止持有本公司的股份為止。
- Please complete all your details clearly.
請閣下清楚填寫所有資料。
- Should you have any queries relating to this Request Form, please call the enquiry hotline at (852) 2862 8688.
閣下如對本申請表格有任何疑問，請致電查詢熱線(852) 2862 8688。
- This Request Form is to be completed by the non-registered shareholders of the shares of the Company, whose shares are held in the Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive its Corporate Communication.
本申請表格應由本公司非登記股份持有人填寫。該等人士的股份存放於中央結算及交收系統（中央結算系統）並他們已經通過香港中央結算有限公司通知本公司，希望收到其公司通訊。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Request Form.
為免存疑，本公司不會接受任何在本申請表格上之額外指示。

- * Corporate Communication(s) refers to any document issued or to be issued by the Company for the information or action of any holders 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; (e) a circular; and (f) a proxy form.
- * 公司通訊指由本公司發出或將予發出以供本公司任何證券持有人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、其年度賬目連同核數師報告副本以及（如適用）其財務摘要報告；(b)中期報告及（如適用）其中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited
香港中央證券登記有限公司
Freepost No. 簡便回郵號碼：37
Hong Kong 香港

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。

Get in touch with us 與我們聯繫

Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact

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(Stock Code: 686)
(股份代號: 686)

27 May 2022

Dear Non-registered Holder(s) ^(Note),

Beijing Energy International Holding Co., Ltd. (the “Company”) - Annual General Meeting (“AGM”) of the Company to be held on Tuesday, 28 June 2022

The AGM of the Company will be held at 11:00 a.m. on Tuesday, 28 June 2022 at Unit 1012, 10/F., West Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong and via online platform, which will be in the form of a hybrid meeting. Shareholders have the option of attending, participating and voting in the AGM through the online platform. Shareholders attending the AGM using the online platform will be able to cast their votes and submit questions through the online platform.

Online Attendance at the AGM

In addition to physical attendance at the AGM, you, as a Non-registered Holder whose shares are held in the Central Clearing and Settlement System through banks, brokers, custodians, nominees or HKSCC Nominees Limited (together, the “Intermediary”), may opt to attend the AGM online. If you choose to attend the AGM online, video live streaming will be provided at the AGM, you will be able to cast your votes on the resolutions in real time and submit online questions to the Company. From 10:30 a.m. on Tuesday, 28 June 2022, you can log in to the AGM online platform by visiting <http://meetings.computershare.com/MZHKZ4Q>.

In order to attend the AGM online, you need to (i) contact your Intermediary to appoint you as a proxy and (ii) provide your e-mail address to your Intermediary, before the deadline required by your Intermediary. Details regarding the AGM arrangements including the login details to access the AGM online platform will be sent by Computershare Hong Kong Investor Services Limited, the Company’s Hong Kong Branch Share Registrar, to the e-mail address provided by you.

Yours faithfully,
For and on behalf of
Beijing Energy International Holding Co., Ltd.
Zhang Ping
Chairman

Note: This Letter is addressed to Non-registered Holder(s) of the shares in the Company (“Non-registered Holder” means such person or company whose shares are held in the Central Clearing and Settlement System and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that he/she/it wishes to receive the Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this Letter.

各位非登記持有人 ^(附註)：

北京能源國際控股有限公司（「本公司」） - 於二零二二年六月二十八日（星期二）舉行之本公司股東週年大會（「股東週年大會」）

本公司之股東週年大會將於二零二二年六月二十八日（星期二）上午十一時正假座香港干諾道中 168-200 號信德中心西翼 10 樓 1012 室及透過網上平台以混合會議方式舉行。股東可選擇透過網上平台出席、參與股東週年大會並於會上投票。使用網上平台出席股東週年大會之股東將可透過網上平台投票及提交問題。

以網上方式出席股東週年大會

如閣下為通過銀行、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」）於中央結算及交收系統持有股份的非登記持有人，除親身出席股東週年大會外，閣下亦可選擇以網上方式出席股東週年大會。如閣下選擇以網上方式出席股東週年大會，將可透過網上視頻直播參與股東週年大會，實時就決議案投票，並可於網上向本公司提交問題。由二零二二年六月二十八日（星期二）上午十時三十分開始，閣下可瀏覽 <http://meetings.computershare.com/MZHKZ4Q> 以登入股東週年大會網上平台。

閣下須(i)聯絡閣下之中介公司以委任閣下為代表；及(ii)於閣下之中介公司所規定之期限前向該中介公司提供閣下之電郵地址，以便以網上方式出席股東週年大會。有關股東週年大會安排之詳情（包括進入股東週年大會網上平台之登入資料），將會由本公司之香港股份過戶登記分處香港中央證券登記有限公司發送至閣下所提供之電郵地址。

代表
北京能源國際控股有限公司
主席
張平
謹啟

二零二二年五月二十七日

附註：此為致本公司股份非登記持有人（「非登記持有人」指所持有的本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊）。倘閣下已出售或轉讓所持有的本公司股份，則毋須理會本函件。