



BEIJING CAPITAL GRAND LIMITED

首創鉅大有限公司

(incorporated in the Cayman Islands with limited liability)

(Stock Code: 1329)

Dissemination of Corporate Communications

Pursuant to new Rule 2.07A of the Rules (the “Listing Rules”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and the articles of association of Beijing Capital Grand Limited (the “Company”), the Company will disseminate the future corporate communications of the Company (the “Corporate Communications”) to its Shareholders² electronically and only send Corporate Communications in printed form to the Shareholders upon request.

In this connection, the following arrangements will come into effect on 10 January 2024.

ARRANGEMENTS

1. Actionable Corporate Communications³

The Company will send the Actionable Corporate Communications to its Shareholders individually in electronic form by email. If the Company does not possess the email address of a Shareholder or the email address provided is not functional⁴, the Company will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Shareholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

2. Corporate Communications

The Company will make the Corporate Communications available on its website (www.bcgrand.com) and the Stock Exchange’s website (www.hkexnews.hk).

A notice of publication of the Website Version⁵ of Corporate Communications, in both English and Chinese, will be sent by the Company to Shareholders by email or by post (only if the Company does not possess the functional email address of a Shareholder) on the publication date of the Corporate Communications.

PROVISION OF SHAREHOLDER’S EMAIL ADDRESS TO THE COMPANY

In support of electronic communication by email, the Company recommends its Shareholders to provide the Company with their email address at any time in the future by reasonable notice in writing to the Company’s branch share registrar in Hong Kong, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 1329-ecom@hk.tricorglobal.com.

It is the responsibility of each Shareholder to provide an email address that is functional. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will act according to the above arrangements. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery message”.

REQUEST FOR PRINTED COPY OF CORPORATE COMMUNICATIONS AND ACTIONABLE CORPORATE COMMUNICATIONS

For those Shareholders who wish to receive a printed version of all future Corporate Communications and Actionable Corporate Communications or, if for any reason, have difficulty in gaining access to the Company’s website, the Company will, upon receipt of request in writing by a relevant Shareholder to the Company’s branch share registrar in Hong Kong at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to 1329-ecom@hk.tricorglobal.com, send future Corporate Communications and/or the relevant Corporate Communications (as the case may be) to such Shareholders in printed form free of charge.

Please note that the preference in receiving Corporate Communications in printed form of a Shareholder will be valid unless being revoked or superseded or until having expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if a Shareholder prefers to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.

Notes:

- ¹ Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
- ² Holder(s) of the Share(s) of the Company.
- ³ Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company’s Shareholders.
- ⁴ It is the responsibility of a Shareholder to provide email address that is functional. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery message”.
- ⁵ The version of Corporate Communications being published, in both English and Chinese, on the Company’s website and the Stock Exchange’s website.

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

Provision of Email Address and/or Request for Printed Copy of Corporate Communications and Actionable Corporate Communications

Information of Shareholders:

Name(s) (in English) : _____

Name(s) (in Chinese) : _____

Email address : _____

Email address (re-type) : _____

Contact telephone number : _____

Please mark (X) in ONLY ONE of the following boxes (**applicable for dissemination arrangement via printed copy**):

- To receive the **printed English version** ONLY for all future Corporate Communications and Actionable Corporate Communications; **OR**
- To receive the **printed Chinese version** ONLY for all future Corporate Communications and Actionable Corporate Communications; **OR**
- To receive the **printed English and Chinese versions** of all future Corporate Communications and Actionable Corporate Communications³; **OR**
- To cancel prior request(s), if any, of printed version(s) of all future Corporate Communications and Actionable Corporate Communications. Shareholders will refer to the online versions to be published on the Company’s website and the website of The Stock Exchange of Hong Kong Limited for all future Corporate Communications or the electronic form of Actionable Corporate Communications to be received by email⁴ (as the case may be).

Signature: _____

Address: _____
(Please use **ENGLISH BLOCK LETTERS**)

Contact telephone number: _____

Date: _____

Notes:

- ¹ Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
- ² Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company’s shareholders.
- ³ If both English and Chinese versions of the Corporate Communications and Actionable Corporate Communications are combined into one document, a printed version of the Corporate Communications and Actionable Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed copy of any version(s) of the Corporate Communications and Actionable Corporate Communications.
- ⁴ It is the Shareholder’s responsibility to provide email address that is functional. If the Company does not receive the completed form or the email address provided is not functional, the Company will send the Actionable Corporate Communications in printed form together with a request for soliciting your functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future. The Company will be considered to have complied with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery message”.
- ⁵ Please complete all your details clearly. If no box, or more than one box, is marked, the Company reserves the right to treat this request as void.
- ⁶ In the case of joint registered holders of any shares, this form shall be deemed to be submitted by the joint registered holder whose name first appears on the register of members for and on behalf of all the joint registered holders.
- ⁷ If more than one email addresses are provided, the Company will only adopt the first email address as set out above.
- ⁸ This request will be valid unless being revoked or superseded or until having 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 and Actionable Corporate Communications.
- ⁹ For avoidance of doubt, the Company does not accept any other instructions given on this request. Any other instructions inserted on this request will be void.

PERSONAL INFORMATION COLLECTION STATEMENT

“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:

By mail to: Data Privacy Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong
By email to: is-enquiries@hk.tricorglobal.com

CAPITAL GRAND
BEIJING CAPITAL GRAND LIMITED
首創鉅大有限公司
(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)
(Stock Code 股份代號: 1329)

18 January 2024

Dear Non-registered Shareholder,

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") effective from 31 December 2023, Beijing Capital Grand Limited (the "Company") has adopted new arrangement to disseminate corporate communications ("Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except by request. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.bcgrand.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk (the "Website Version") in replace of printed copies.

A notice of publication of the Website Version of a Corporate Communication, in both English and Chinese, will be sent by the Company to you by email or by post, only if your email address or postal address (as the case may be) are provided to the Company by your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries"). In support of electronic communication by email, non-registered shareholders are recommended to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from the Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to you.

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. 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 relating to any of the above matters, please call the Share Registrar's telephone hotline 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, or send an email to 1329-ecom@hk.tricorglobal.com.

Note: "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.

By Order of the Board
Beijing Capital Grand Limited
XU Jian
Executive Director

2024年1月18日

各位非登記股東：

以電子方式發布企業通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」），首創鉅大有限公司（「本公司」）已採納以電子方式向其非登記股東發佈日後所有企業通訊（「企業通訊」）的新安排。除非個別非登記股東要求時才向其發送印刷本，否則企業通訊印刷本將不會郵寄給閣下。所有企業通訊均透過本公司網站（www.bcgrand.com）及聯交所網站（www.hkexnews.hk）（「網站版本」）以電子方式提供以代替印刷本。

本公司將透過電子郵件方式或郵寄方式（僅於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」）向本公司提供閣下的電郵地址或郵寄地址的情況下）向閣下發出發佈企業通訊網站版本的登載通知（包括英文及中文版本）。為了可透過電郵進行電子通訊，建議非登記股東向其中介公司提供其有效的電郵地址。如本公司沒有收到閣下的中介公司透過香港中央結算（代理人）有限公司提供閣下的有效的電郵地址或郵寄地址，本公司將不會向閣下發送發佈企業通訊網站版本的登載通知。

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。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，請致電本公司的股份過戶登記處電話熱線(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。

附註：「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。

承董事會命
首創鉅大有限公司
執行董事
徐建

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 future Corporate Communications⁽¹⁾ of the Company in printed copy.
本人/吾等要求索取本公司今後刊發之企業通訊⁽¹⁾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 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.
「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 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

經電郵: 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