



# 北京能源國際控股有限公司

## Beijing Energy International Holding Co., Ltd.

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

Dear Non-registered Shareholders <sup>(Note 1)</sup>,

30 September 2020

### Beijing Energy International Holding Co., Ltd. (the "Company")

Notice of Publication of (1) Interim Report 2020; (2) Environmental, Social and Governance Report 2019; and (3) Circular dated 30 September 2020 in relation to the Proposals for (I) Adoption of Audited Consolidated Financial Statements and Reports of Directors and Auditors and (II) Appointment of Auditors together with Notice and Proxy Form of the Adjourned Annual General Meeting to be held on Tuesday, 3 November 2020 (collectively 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 Stock Exchange of Hong Kong Limited (the "Stock Exchange") 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 Stock Exchange.

If you would like to receive printed version(s) of the Current Corporate Communication and future Corporate Communications <sup>(Note 2)</sup> of the Company, please complete the Request Form on the reverse side then sign and send it to the Company's Hong Kong Branch Share Registrar, Union Registrars Limited at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong. If you post the Request Form in Hong Kong, you may use the postage prepaid mailing label at the bottom of the Request Form and need not affix a stamp. Otherwise, please affix an appropriate stamp. You may also email your request to [686@unionregistrars.com.hk](mailto:686@unionregistrars.com.hk).

If for any reason you have difficulty in receiving or gaining access to the website version of the Current Corporate Communication posted on the Company's website, we shall upon receipt of your notice send the Current Corporate Communication in printed form to you free of charge as soon as possible. Should you have any queries in relation to this letter, please call the Company's Hong Kong Branch Share Registrar at Tel: (852) 2849 3399 during business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday, excluding public holidays.

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

Note 1: This letter is addressed to non-registered shareholders ("non-registered shareholder" means such person or company whose shares are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive its Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the Request Form on the reverse side.

Note 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.

各位非登記股份持有人 <sup>(附註 1)</sup> :

### 北京能源國際控股有限公司 (「本公司」)

(1) 二零二零年中期報告; (2) 環境、社會及管治報告 2019; (3) 日期為 2020 年 9 月 30 日的通函有關 (I) 採納經審核綜合財務報表、董事會報告及核數師報告以及 (II) 委任核數師之建議以及將於 2020 年 11 月 3 日 (星期二) 舉行之股東週年大會續會通告及代表委任表格 (統稱「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> 及香港聯合交易所有限公司 (「聯交所」) 披露易網站 <http://www.hkexnews.hk>。請在本公司網站主頁按「投資者關係」一項或在聯交所披露易網站於「上市公司公告」項下搜尋及參閱本次公司通訊。

如閣下欲收取本次公司通訊及本公司日後之公司通訊 <sup>(附註 2)</sup> 之印刷本, 請填妥本函背面的「申請表格」及簽署, 然後將「申請表格」寄回本公司香港股份過戶登記分處聯合證券登記有限公司, 地址為香港北角英皇道 338 號華懋交易廣場 2 期 33 樓 3301-04 室。倘若閣下在香港投寄「申請表格」可使用「申請表格」下方的預付郵資郵寄標籤而毋須貼上郵票; 否則請貼上適當的郵票。閣下亦可電郵至 [686@unionregistrars.com.hk](mailto:686@unionregistrars.com.hk) 提出要求。

閣下如因任何理由以致在收取或接收登載本公司網站上的本次公司通訊遇到困難, 本公司將於接到閣下通知後, 盡快向閣下寄發本次公司通訊之印刷本, 費用全免。若閣下對此信函有任何疑問, 請在辦公時間 (星期一至星期五上午九時正至下午五時正, 公眾假期除外) 內致電本公司香港股份過戶登記分處, 電話 (852) 2849 3399。

代表  
北京能源國際控股有限公司  
主席  
張平  
謹啟

二零二零年九月三十日

附註 1: 此函件乃向本公司之非登記股份持有人 ("非登記股份持有人" 指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, 希望收到其公司通訊) 發出。如果閣下已經出售或轉讓所持有之本公司股份, 則無需理會本函件及背頁之申請表格。

附註 2: 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。

## Request Form 申請表格

**To: Beijing Energy International Holding Co., Ltd. (the "Company")**  
(Stock code: 686)  
c/o Union Registrars Limited  
Suites 3301-04, 33/F.  
Two Chinachem Exchange Square  
338 King's Road  
North Point, Hong Kong

致：北京能源國際控股有限公司（「本公司」）  
（股份代號：686）  
經聯合證券登記有限公司  
香港北角英皇道338號  
華懋交易廣場2期33樓3301-04室

I/We would like to receive the corporate communication\* of the Company ("Corporate Communication") in the manner as indicated below:  
本人/我們希望以下列方式收取公司之公司通訊 \*（「公司通訊」）；

(Please mark a (✓) in **only one** of the following boxes)  
(請僅在下列**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文件，以代替印刷本，並收取公司通訊文件已在  
本公司網站發佈之通知書印刷本；或
- to receive the printed English and Chinese versions of all the Corporate Communication.  
收取所有公司通訊文件之英文及中文印刷本。

Name(s)

姓名

Signature(s)

簽名

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

Contact telephone number

聯絡電話號碼

Date

日期

Notes 附註:

- IMPORTANT : The above instructions will also apply to all Corporate Communication of the Company to be sent to you in the future until you notify the Company's Hong Kong Branch Share Registrar to the contrary or unless you have at any time ceased to have shareholding in the Company.**  
**重要提示：上述指示將同時適用於本公司日後發送予閣下之所有公司通訊，直至閣下通知本公司之香港股份過戶登記分處另外之安排或在任何時候停止持有本公司的股份。**
- Please complete all your details clearly.  
請閣下清楚填妥所有資料。
- 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, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本申請表格上的額外手寫指示，本公司將不予處理。

\* 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。



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

**No postage stamp necessary if posted in Hong Kong.**  
閣下寄回此申請表格時，請將郵寄標籤剪貼於信封上。  
**如在本港投寄毋須貼上郵票。**

郵寄標籤 MAILING LABEL

**Union Registrars Limited 聯合證券登記有限公司**  
**Freepost No. 簡便回郵號碼 20 EDO**  
**Hong Kong 香港**

