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

25 May 2022

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

Beijing Energy International Holding Co., Ltd. (the "Company")
Notification of publication of Circular dated 25 May 2022 in relation to the Adoption of New Share Option Scheme, Continuing Connected Transaction and Major Transaction in relation to Second Supplemental Agreement to Finance Lease Business Framework Agreement and Re-election of Retiring Directors together with Notice and Proxy Form of the Special General Meeting to be held on Wednesday, 15 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.ecom@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」)
刊發日期為 2022 年 5 月 25 日有關採納新購股權計劃、有關融資租賃業務框架協議之第二份補充協議之持續關連交易及主要交易及重選退任董事的通函，以及將於 2022 年 6 月 15 日（星期三）舉行之股東特別大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的「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.ecom@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

二零二二年五月二十五日

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。*

CCS1655 BEHH_NRH

Name(s) and Address of Non-registered Holder(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：

1. **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。
2. Please complete all your details clearly.
請　閣下清楚填妥所有資料。
3. 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。
4. 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。
5. 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.*

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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