



# Genscript Biotech Corporation

## 金斯瑞生物科技股份有限公司\*

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code: 1548)

(股份代號: 1548)

### NOTIFICATION LETTER 通知函件

3 May 2023

Dear Registered Shareholder,

#### **Genscript Biotech Corporation (the “Company”)**

#### **– Notice of Publication of Circular, Notice and Form of Proxy for 2023 Annual General Meeting (“Current Corporate Communication”)**

The English and Chinese versions of the Company’s Current Corporate Communications are available on the Company’s website at <https://www.genscript.com/announcements-circulars.html> and <https://www.genscript.com.cn/announcements-circulars.html> and the HKEXnews website of The Stock Exchange of Hong Kong Limited (the “HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communication on the homepage of our website under heading “Investors” or by browsing through the HKEX’s website. You will require Adobe® Reader® to view the relevant documents.

You may at any time choose to receive free of charge Corporate Communications<sup>(Note)</sup> either in printed form, or read the website version; and either in the English language version only, Chinese language version only or both language versions, notwithstanding any wish to the contrary they have previously conveyed to the Company. If you want to receive another printed version of the Current Corporate Communications, please complete the Request Form on the reverse side and send it to the Company c/o Computershare Hong Kong Investor Services Limited (the “Share Registrar”), using the mailing label and need not to affix a stamp when returning (if posted in Hong Kong). Otherwise, please affix an appropriate stamp. The address of Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Request Form may also be downloaded from the Company’s website at <https://www.genscript.com/announcements-circulars.html> and <https://www.genscript.com.cn/announcements-circulars.html> or the website of HKEXnews at [www.hkexnews.hk](http://www.hkexnews.hk).

If you would like to change your choice of language or means of receipt of the Company’s Corporate Communications in the future, please write or send an email to [genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk) to the Company c/o the Share Registrar. Even if you have chosen (or are deemed to have consented) to receive all future Corporate Communications via website but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, the Company will promptly upon your request send the Current Corporate Communications to you in printed form free of charge.

Should you have any queries relating to any of the above matters, please call the Share Registrar’s telephone hotline at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays, or send an email to [genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk).

Yours faithfully,  
For and on behalf of  
**Genscript Biotech Corporation**  
**Mr. Meng Jiange**  
Chairman and Executive Director

Note: Corporate Communications include but are 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

\* For identification purposes only

各位登記股東：

#### **金斯瑞生物科技股份有限公司\* (「本公司」)**

#### **–2023年股東週年大會通函、通告及代表委任表格(「本次公司通訊」)之發佈通知**

本公司的本次公司通訊文件的中、英文版本已上載於本公司網站(<https://www.genscript.com.cn/announcements-circulars.html> 及 <https://www.genscript.com/announcements-circulars.html>) 及香港聯合交易所有限公司(「香港交易所」)披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))。閣下可在本公司網站主頁「投資者關係」一欄內或在香港交易所網站開啟並瀏覽本次公司通訊。閣下須使用 Adobe® Reader® 開啟有關文件。

儘管閣下早前曾向本公司作出公司通訊文件<sup>(附註)</sup>收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為以印刷本或網上方式收取及只收取英文印刷本、或只收取中文印刷本、或同時收取中、英文印刷本，費用全免。如閣下欲收取本次公司通訊文件之另一語言印刷本，請閣下填妥在本函背面的申請表格，並使用隨附之郵寄標籤寄回，而毋須貼上郵票(如在香港投寄)；否則，請貼上適當的郵票，申請表格請寄回香港中央證券登記有限公司(「證券登記處」)，地址為香港灣仔皇后大道東183號合和中心17M樓。申請表格亦可於本公司網站(<https://www.genscript.com.cn/announcements-circulars.html> 及 <https://www.genscript.com/announcements-circulars.html>) 或香港交易所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))內下載。

如欲選擇有別於閣下所選擇的公司通訊語言版本或收取方式，請以書面或以電郵方式 [genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk) 送交到證券登記處，以更改日後收取公司通訊文件之語言版本及收取途徑之選擇。如股東已選擇以網上方式收取日後公司通訊文件(或被視為已同意以網上方式收取)但因任何理由未能閱覽載於網站的本次公司通訊文件，股東只要提出要求，我們將盡快向閣下寄上所要求的有關文件的印刷版本，費用全免。

如對本函內容有任何疑問，請致電證券登記處電話熱線(852) 2862 8688，辦公時間為星期一至五(公眾假期除外)上午9時正至下午6時正或電郵至 [genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk)。

代表  
金斯瑞生物科技股份有限公司\*  
主席及執行董事  
**孟建革 先生**  
謹啟

2023年5月3日

附註：公司通訊文件包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)委任代表表格。

\* 僅供識別

GBCH-03052023-1(0)

## Change Request Form 更改表格

**To: Genscript Biotech Corporation (“Company”)**  
**(Stock Code: 1548)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre, 183 Queen’s Road East,  
 Wanchai, Hong Kong

**致： 金斯瑞生物科技股份有限公司\* (「公司」)**  
**(股份代號：1548)**  
 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 have already received a printed copy of the Current Corporate Communications in Chinese / English or have chosen (or are deemed to have consented) to read the Current Corporate Communications posted on the Company’s website, I/We would like to receive another printed version of the Current Corporate Communications of the Company as indicated below:

本人／我們已收取本次公司通訊文件之中文/英文印刷本或已選擇（或被視為已同意）瀏覽本公司網站所登載之本次公司通訊文件，但現在希望以下列方式收取 貴公司本次公司通訊文件之另一語言印刷本：

(Please mark **ONLY ONE (X)** of the following boxes)

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- I/We would like to receive a printed copy in English now.  
 本人／我們現在希望收取一份英文印刷本。
- I/We would like to receive a printed copy in Chinese now.  
 本人／我們現在希望收取一份中文印刷本。
- I/We would like to receive both the printed English and Chinese copies now.  
 本人／我們現在希望收取英文和中文各一份印刷本。

**Name(s) of Shareholder(s)#**  
**股東姓名#**

**Signature**  
**簽名**

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

**Address#**  
**地址#**

(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**

# You are required to fill in the details if you download this Change Request Form from the Company’s Website.  
 假如你從本公司網站下載本更改表格，請必須填上有關資料。

**Notes 附註：**

- Please complete all your details clearly.  
 請閣下清楚填寫所有資料。
- If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid.  
 如屬聯名股東，則本更改表格須由該名於本公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署，方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
 如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing or by email to [genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk) to the Company c/o the Company’s Hong Kong share registrar, Computershare Hong Kong Investor Services Limited. The address is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.  
 上述指示適用於寄發予本公司股東之所有日後公司通訊，直至閣下發出合理時間(不少於7日)的書面通知或以電郵方式至[genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk)予本公司之香港股份過戶登記處 — 香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓另作選擇為止。
- Shareholders are entitled to change the choice of language and means of receipt of Corporate Communications at any time by reasonable notice in writing or by email to [genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk) to the Company c/o the Company’s Hong Kong share registrar.  
 股東有權隨時發出合理時間(不少於7日)的書面通知或以電郵方式至[genscript.ecom@computershare.com.hk](mailto:genscript.ecom@computershare.com.hk)予本公司之香港股份過戶登記處，要求更改收取公司通訊之方式。
- For the avoidance of doubt, we do not accept any other instructions written on this Change Request Form.  
 為免存疑，任何在本更改表格上的額外手寫指示，本公司將不予處理。

Corporate Communications include 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

公司通訊包括但不限於：(a)董事會報告、年度賬目連同核數師報告及(如適用)財務摘要報告；(b)中期報告及(如適用)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。

\* For identification purposes only  
 僅供識別

**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](http://www.computershare.com/hk/contact)