

# 中通快遞(開曼)有限公司

(A company controlled through weighted voting rights and incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立以不同投票權控制的有限責任公司)

(Stock Code 股份代號: 2057)

6 February 2024

Dear registered shareholder(s),

#### **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") that came into effect on 31 December 2023, ZTO Express (Cayman) Inc. (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents issued or to be issued by the Company, 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.

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 http://zto.investorroom.com and the website of The Stock Exchange of Hong Kong Limited at www.hkexnews.hk in place of printed copies.

#### Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications (Note), the Company recommends you to provide your email address by scanning your personalized QR code printed on the reply form on the reverse side of this letter (the "Reply Form"). Alternatively, you may sign and return the Reply Form to the Company's Hong Kong share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that a functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the Share Registrar or send an email to zto.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please send an email to the Share Registrar at zto.ecom@computershare.com.hk.

Yours faithfully, By order of the Board ZTO Express (Cayman) Inc. Meisong LAI Chairman

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the Company's securities holder.

各位登記股東:

## 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的香港聯合交易所有限公司證券上市規則(「上市規則」)第 2.07 條,中通快遞(開曼)有限公司(「公 **司**」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「**公司通訊**」)之安排,公司通訊是指公司發布或將要發布的任何文件,包括 但不限於(a) 董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告;(b) 中期報告及其中期報告摘要(如適用);(c) 會議通知; (d) 上市文件; (e) 通函和(f) 委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 http://zto.investorroom.com 和香港聯合交易所有限公司網站 www.hkexnews.hk 上提 供,以代替印刷本。

### 徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊 (網柱),公司建議 閣下透過掃描本函背頁之回條(「回條」)上列印的 閣下專屬二維碼來提供 閣 下的電子郵件地址。或者, 閣下也可以簽署回條並交回公司的香港股份過戶登記處(「**股份過戶處**」)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。

如果公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前,公司未来將以印刷本形式發送可供採取行 動的公司通訊 (Mit)。

- 閣下希望收取公司通訊之印刷版,請填妥回條並交回股份過戶處,或發送電子郵件至zto.ecom@computershare.com.hk,並註明 閣下的姓
- 名、地址以及收取公司通訊印刷版的要求。請注意,收取未來公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效,此後將過期。
- 閣下對本函件有任何疑問,請發送電子郵件至 zto.ecom@computershare.com.hk 與股份過戶處聯絡

承董事會命 中通快號(開曼)有限公司 賴梅松 主席 謹啟

2024年2月6日

-	ı	
	т	

REPLY FORM 回條			
	Computershare Hong Kong Investor Services Limited 数: 香港中央證券登記有限公司 (「股份過戶處」) 17M Floor, Hopewell Centre 香港灣仔皇后大道東 183 號 183 Queen's Road East, Wan Chai, Hong Kong 合和中心 17M 樓 e choose ONLY ONE of the options below) 以下選項中只選擇其中一項)		
	Provide your email address for receipt of future Actionable Corporate Communications (Note 3) of the Company via electronic dissemination by scanning your personalized QR code  [		
进	<u>頃 1:</u>		
	You are <b>NOT required</b> to return this Reply Form if you choose Option 1. 如選擇了選項 1. 閣下 <b>無須</b> 交回本回條。		
Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications (Note 3) of the following listed company (the "Company") via electronic dissemination.			
選項 2: 本人/吾等現以書面提供本人/吾等之電子郵件地址,以確保收到以下上市公司(「公司」)通過電子方式發布的可供採取行動的未來公司通訊 <sup>/附註 3)</sup>			
Naı	ne of Securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱:		
_	ZTO Express (Cayman) Inc. 中通快遞(開曼)有限公司		
Em	ail address 電郵地址: <sup>(Note 3 / 附註3)</sup>		
fro	tion 3: I/we hereby request for receipt of future Corporate Communications* in printed form and noted that this instruction is valid only for one year starting in the receipt date of instruction. (Note 5) (Please mark "✓" in the below box if applicable) 項 3: 本人/吾等現要求收取公司通訊*印刷版 ・並已知悉本指示由收取指示日期起計一年內有效。(附註5) (如適用・請在以下方格內劃上「✓」號)		

簽名:(附註1)

Signature(s): (Note 1)

Chinese Version 中文版本

Contact number:

聯絡電話號碼:

- | 関ドボバスはスム・2020th 1974年版 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑・在本回線上的任何額外指示・公司將不予處理。
- Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明·公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件·其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

English Version 英文版本

- 個人資料聲明

  "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").

  本聲明中所指的「個人資料」與香港法例第 486 章 【個人資料(私隱)條例)(「《私隱條例)」)中「個人資料」的遊義相同。

  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters request as stated in this Reply Form will be used that to the Company's on a volunty basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

  圖下於本回條所提供的個人資料新用於包括但不限於)有關公司以電子方式發布公司通訊及就 圖下持有的公司證券有關的其他事宜上與 圖下聯絡。 圖下是自願向公司提供個人資料。若 圖下未能提供足夠資料、公司可能無法處理 圖下在本回條上所述的指示及或要求。
  Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.
  公司可就任何所說明的用達或在法例規定的情况下。將 圖下的個人資料披露或轉移給公司的附屬公司、股份過戶處、及或其他公司或團體、並將在適業期間保留該等個人資料作核實及紀錄用途。 You have the right to request access to and/or correction of your Personal Data is ancordance with reprovisions of the PDPO. Any such request for access to adv/or correction of your Personal Data is ancordance with reprovisions of the PDPO. Any such request for access to adv/or correction of your Personal Data is accordance with reprovisions of the PDPO. Any such request for access to adv/or correction of your Personal Data is accordance with reprovisions of the PDPO. Any such request for access to adv/or correction of your Personal Data is accordance with reprovisions of the PDPO. Any such request for access to adv/or correction of your Personal Data is accordance with reprovisions of the PDPO. Any such request for access to adv/or correction of your Personal Data is accordance with reprovisions of the PDPO. An (ii)

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 form to us. No postage is necessary if posted in Hong Kong

English and Chinese Versions 英文及中文版本

Date:

日期:

閣下寄回此回條時·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。