



ZTO Express (Cayman) Inc.
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)
(Stock Code: 2057)

26 April 2023

Dear Shareholder(s),

Election of Language and Means of Receipt of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) and the Articles of Association of ZTO Express (Cayman) Inc. (the “**Company**”), the Company will make available the following options for you to elect for receipt of future corporate communications (the “**Corporate Communications**”) of the Company, which means any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to: (a) the annual reports and its summary financial reports (where applicable) (and all reports and accounts contained therein); (b) the interim reports and its summary interim reports (where applicable) (and all reports and accounts contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms, in the following manners:

- (i) to access all future Corporate Communications (which are available in both English and Chinese) through the Company’s website (“**Website Version**”) instead of receiving printed versions, and to receive a printed notification letter of the publication of the Corporate Communications on the Company’s website by post; or
- (ii) to receive the printed English version of all future Corporate Communications by post only; or
- (iii) to receive the printed Chinese version of all future Corporate Communications by post only; or
- (iv) to receive both the printed English and Chinese versions of all future Corporate Communications by post.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to select the Website Version. To make your election, please mark (X) in the appropriate box on the enclosed Reply Form and sign and return it by post or hand delivery to the Company c/o its Hong Kong branch share registrar (the “**Branch Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong, on or before 24 May 2023. If you post your reply in Hong Kong, you may use the mailing label in Reply Form and need not to affix a stamp when returning your reply form. Otherwise, please affix an appropriate stamp.

If the Company does not receive a duly completed and signed Reply Form from you or a response from you indicating that you object to receive the Website Version of Corporate Communications by 24 May 2023, you will be deemed, until you inform the Company otherwise by reasonable notice in writing to the office of the Branch Share Registrar at the above address or by email to zto.ecom@computershare.com.hk, to have elected to receive all future Corporate Communications by Website Version instead of receiving them in printed form according to the relevant laws and regulations. In that event, when the Company publishes the Corporate Communications, it will only send you a notification letter that the Corporate Communications have been made available on the Company’s website. The notification letter will be sent to you by post at your address as it appears in the Company’s register of members maintained by the Branch Share Registrar.

You have the right at any time by reasonable notice in writing or using email at zto.ecom@computershare.com.hk to the Company c/o the Branch Share Registrar to change the choice of language and means of receipt of the Corporate Communications. Even if you have chosen (or are deemed to have elected) to receive all future Corporate Communications by Website Version and for any reason have difficulty in obtaining access to the Corporate Communications on the Company’s website, the Company will promptly upon your request send the relevant Corporate Communications to you in printed form free of charge.

Please note that: (a) printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Branch Share Registrar on request; and (b) the same will also be available on the Company’s website at www.zto.com and the HKEXnews’s website at www.hkexnews.hk.

Should you have any queries in relation to this letter, please call the Branch 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.

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

Name(s) and address of Shareholder(s):
股東之姓名及地址:

Reply Form 回條

To: **ZTO Express (Cayman) Inc. (the "Company")**
(Stock Code: 2057)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wan Chai, Hong Kong

致: **中通快遞(開曼)有限公司(「本公司」)**
(股份代號: 2057)
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 all future **corporate communications*** of the Company ("**Corporate Communications**") in the manner as indicated below:
本人/我們希望以下列方式收取本公司之所有日後之**公司通訊***(「**公司通訊**」):

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

(請僅在下列**其中一個**空格內劃上**(X)**號)

- to access all future Corporate Communications (which are available in both English and Chinese) through the Company's website ("**Website Version**") instead of receiving printed versions, and receive a **printed notification letter** of the posting of the Corporate Communications on the Company's website by post; **OR**
瀏覽所有日後在本公司網站登載之公司通訊(英文版本及中文版本)(「**網上版本**」), 以代替收取印刷本, 並以郵寄方式收取公司通訊已在公司網站登載之**通知信函印刷本**; 或
- to receive the **printed English version** of all future Corporate Communications by post **ONLY**; **OR**
僅以郵寄方式收取所有日後之公司通訊之**英文印刷本**; 或
- to receive the **printed Chinese version** of all future Corporate Communications by post **ONLY**; **OR**
僅以郵寄方式收取所有日後之公司通訊之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of all future Corporate Communications by post.
以郵寄方式同時收取所有日後之公司通訊之**英文及中文印刷本**。

Name(s) of Shareholder(s)
股東姓名

Contact telephone number
聯絡電話號碼

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

Signature
簽名

Date
日期

You are required to fill in the details if you download this Reply Form from the Company's website or the HKEXnews's website.
假如閣下從本公司網站或香港交易所披露易網站下載本回條, 請務必填上有關資料。

Notes 附註:

- Please complete all your details clearly. Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
請閣下清楚填寫所有資料。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。
- If the Company does not receive this duly completed and signed Reply Form from you (or a response from you indicating that you object to receive the Website Version of the Corporate Communications) on or before 24 May 2023, you will be deemed to have consented to receive all future Corporate Communications by Website Version on the Company's website instead of receiving them in printed form. All future Corporate Communications will be sent out in the manner specified in the Company's letter dated 26 April 2023 and the Company will send you a notification letter by post that the Corporate Communications have been made available on the Company's website.
倘若本公司於 2023 年 5 月 24 日仍未收到閣下已適當填寫妥並簽署的回條或表示反對收取公司通訊之網上版本的回條, 閣下將被視為已同意只收取所有日後公司通訊之網上版本以代替收取印刷本, 而本公司將按 2023 年 4 月 26 日之本公司函件內所述之方式只向閣下寄發有關公司通訊已在本公司網站上刊登的通知信函。
- By electing to receive the Website Version of Corporate Communications instead of receiving them in printed form, you have expressly agreed that they may be sent or supplied to you by being made available on the Company's website and have expressly waived the right to receive them in printed form.
透過選擇收取公司通訊之網上版本以代替收取印刷本後, 閣下已明示同意公司通訊可透過本公司網站發送或提供給閣下, 並明確放棄收取公司通訊印刷本的權利。
- If your shares are held in joint names, the shareholder whose name appears first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.
如屬聯名股東, 則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名排名首位的股東簽署, 方為有效。
- 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 using email at zto.ecom@computershare.com.hk to the Company c/o its Hong Kong branch share registrar (the "**Branch Share Registrar**"), Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.
上述指示適用於所有日後寄發予本公司股東之公司通訊, 直至閣下發出合理時間的書面通知或以電郵方式到 zto.ecom@computershare.com.hk 予本公司之股份過戶登記分處香港中央證券登記有限公司(「**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 樓另作選擇為止。
- Shareholders are entitled to change the choice of means of receipt and language of the Corporate Communications at any time by reasonable notice in writing or using email at zto.ecom@computershare.com.hk to the Company c/o the Branch Share Registrar.
股東有權隨時發出合理時間的書面通知或以電郵方式到 zto.ecom@computershare.com.hk 予股份過戶登記分處, 要求更改收取公司通訊之語言版本及途徑之選擇。
- For the avoidance of doubt, the Company will not accept any additional instructions written on this Reply Form.
為免存疑, 任何書寫在本回條上的額外指示, 本公司將不予處理。

* Corporate Communications include but not limited to: (a) the directors' report, its annual financial statements 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.
公司通訊文件包括但不限於: (a) 董事局報告、其年度財務報表連同核數師報告副本及(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。

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
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Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

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