



**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)  
(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)

**NOTIFICATION LETTER 通知信函**

May 10, 2023

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

**ZTO Express (Cayman) Inc. (the “Company”)**  
**– Notice of Publication of Circular, Notice of Annual General Meeting and Proxy Form (“Current Corporate Communications”)**

The Current Corporate Communications (in both English and Chinese) are available on the Company’s website at <https://zto.investorroom.com/> and the website of Hong Kong Exchanges and Clearing Limited (“HKEX”) at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Current Corporate Communications on the Company’s website and viewing them through Adobe® Reader® or browsing through the website of HKEX.

If you wish to receive the printed version(s) of the Current Corporate Communications and future Corporate Communications <sup>(Note 2)</sup> of the Company, please complete the Request Form on the reverse side of this letter and send it to the Company c/o its branch share registrar (the “**Branch Share Registrar**”), Computershare Hong Kong Investor Services Limited, using the mailing label at the bottom of the Request Form (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp). The address of the Branch Share Registrar is 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. You may also send your request by email to [zto.ecom@computershare.com.hk](mailto:zto.ecom@computershare.com.hk). The Request Form may also be downloaded from the Company’s website at <https://zto.investorroom.com/> or the website of HKEX at [www.hkexnews.hk](http://www.hkexnews.hk).

Should you have any queries relating to this letter, please call the telephone hotline of the Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

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

Notes:

- This letter is addressed to Non-registered Shareholders (“**Non-registered Shareholders**” 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 Corporate Communications). If you have sold or transferred all your shares in the Company, please disregard this letter and the Request Form on the reverse side.
- Corporate Communications include but are 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.

各位非登記股東 <sup>(附註 1)</sup> :

**中通快遞（開曼）有限公司（「本公司」）**  
**– 通函、股東週年大會通告及代表委任表格（「本次公司通訊」）之發佈通知**

本次公司通訊（英文及中文版本）均已登載於本公司網站 <https://zto.investorroom.com/> 及香港交易及結算所有限公司（「香港交易所」）網站 [www.hkexnews.hk](http://www.hkexnews.hk)，歡迎瀏覽。閣下可在本公司網站並使用 Adobe® Reader® 開啟查閱或在香港交易所網站瀏覽本次公司通訊。

閣下如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，請填妥本信函背頁的申請表格，透過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（「**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）寄回本公司。閣下可使用申請表格下方的郵寄標籤（如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票）。閣下亦可電郵至 [zto.ecom@computershare.com.hk](mailto:zto.ecom@computershare.com.hk) 提出要求。申請表格亦可於本公司網站 <https://zto.investorroom.com/> 或香港交易所網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

閣下如對本信函內容有任何疑問，請致電股份過戶登記分處之電話熱線 (852) 2862 8688，辦公時間為星期一至星期五（公眾假期除外）上午九時正至下午六時正。

承董事會命  
**中通快遞（開曼）有限公司**  
**賴梅松**  
主席

2023 年 5 月 10 日

附註：

- 本信函乃向非登記股東（「**非登記股東**」指股份存放於中央結算及交收系統的人士或公司，並透過香港中央結算有限公司不時向本公司發出通知，表示希望收到公司通訊）發出。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本信函及其背面的申請表格。
- 公司通訊文件包括但不限於：(a) 董事會報告、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。



Name(s) and address of Non-registered holder(s):  
非登記股東之姓名及地址:

## Request Form 申請表格

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 the current and 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 貴公司之本次及所有日後的公司通訊\* (「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 receive the **printed English version** of the current and all future Corporate Communications by post **ONLY**; **OR**  
僅以郵寄方式收取本次及所有日後的公司通訊之**英文印刷本**; 或
- to receive the **printed Chinese version** of the current and all future Corporate Communications by post **ONLY**; **OR**  
僅以郵寄方式收取本次及所有日後的公司通訊之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of the current and all future Corporate Communications by post.  
以郵寄方式同時收取本次及所有日後的公司通訊之**英文及中文印刷本**。

Name(s) of Non-registered  
Shareholders (s)  
非登記股東姓名

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 Request 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申請表格, 請務必填上有關資料。

Notes 附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
- This letter is addressed to Non-registered Shareholders ("Non-registered Shareholders" 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 Corporate Communications).  
本信函乃向非登記股東(「非登記股東」指股份存放於中央結算及交收系統的人士或公司, 並透過香港中央結算有限公司不時向本公司發出通知, 表示希望收到收到公司通訊)發出。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
任何作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確的表格將會作廢。
- The above instruction will apply to all Corporate Communications to be sent to you until you notify to the Company c/o its Hong Kong branch share registrar, Computershare Hong Kong Investor Services Limited, to the contrary or unless you have at any time ceased to have holdings in the Company's shares.  
上述指示將適用於發送予閣下之所有公司通訊, 直至閣下透過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通知本公司另外之安排或除非閣下於任何時候停止持有本公司的股份。
- For the avoidance of doubt, the Company will not accept any additional instructions written on this Request Form.  
為免存疑, 任何書寫在本申請表格上的額外指示, 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.

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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

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