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## **Hangzhou SF Intra-city Industrial Co., Ltd.**

### **杭州順豐同城實業股份有限公司**

*(A joint stock company incorporated in the People's Republic of China with limited liability)*

**(Stock code: 9699)**

#### **NOTICE OF UNLISTED SHARE CLASS MEETING**

Notice is hereby given that the Unlisted Share Class Meeting of Hangzhou SF Intra-city Industrial Co., Ltd. (the “**Company**”) will be held by way of telecommunication on Wednesday, 20 September 2023, at 10:30 a.m., for the following purposes:

#### **SPECIAL RESOLUTIONS**

1. To approve the amendments to the Articles of Association of the Company set out in Appendix II to the circular of the Company dated 28 August 2023.
2. To approve the amendments to the Rules of Procedure for Shareholders' General Meeting set out in Appendix III to the circular of the Company dated 28 August 2023.
3. To approve the amendments to the Rules of Procedure of the Board of Directors set out in Appendix IV to the circular of the Company dated 28 August 2023.
4. To approve the amendments to the Rules of Procedure of the Supervisory Committee set out in Appendix V to the circular of the Company dated 28 August 2023.

By Order of the Board

**Hangzhou SF Intra-city Industrial Co., Ltd.**

**CHAN Fei**

*Chairman*

PRC, 28 August 2023

*Notes:*

1. Unless otherwise indicated, capitalized terms used herein shall have the same meaning as those defined in the circular of the Company dated 28 August 2023.
2. For determining the entitlement to attend and vote at the Unlisted Share Class Meeting, the register of members of the Company will be closed from Friday, 15 September 2023 to Wednesday, 20 September 2023, both days inclusive, during which no transfer of Shares will be registered. To be entitled to attend and vote at the Unlisted Share Class Meeting, Unlisted Domestic Share Shareholders whose transfer of Unlisted Domestic Shares have not been registered must lodge all transfer instruments accompanied by the relevant share certificates with the business address of the Company in the PRC at Floor 21-22, Shunfeng Headquarters Building, No. 3076 Xinghai Road, Nanshan District, Shenzhen City, Guangdong Province, PRC for registration at or before 4:30 p.m. on Thursday, 14 September 2023 (Hong Kong time).
3. If a Shareholder appoints more than one proxy to attend the meeting, its proxy can only vote by poll.
4. Unlisted Domestic Share Shareholders who have the right to attend and vote at the Unlisted Share Class Meeting are entitled to appoint one or more proxies (whether or not a Shareholder) to attend and vote on his/her/its behalf. For those Unlisted Domestic Share Shareholders who appoint more than one proxy, such proxies can only exercise their voting rights by way of poll. However, given the arrangements adopted by the Company as set out in the section headed “EGM and the Class Meetings Arrangement” of the Circular, Shareholders who wish to vote at the Unlisted Share Class Meeting shall appoint the chairman of the Unlisted Share Class Meeting as their proxy to exercise their rights to vote at the Unlisted Share Class Meeting in accordance with their instructions.
5. If a proxy is appointed to attend the Unlisted Share Class Meeting on behalf of an Unlisted Domestic Share Shareholders, the proxy must produce a proxy form which is signed by the appointer or his/her agent so authorized in writing, or if the appointer is a legal person, sealed by the stamp of the legal person or signed by its director or agent so officially authorized. The proxy form shall specify the number of shares represented by the proxy of the Shareholder. Where a Shareholder appoints more than one proxy, he/she shall specify the number of shares represented by each proxy. However, given the arrangements adopted by the Company as set out in the section headed “EGM and the Class Meetings Arrangement” of the Circular, Shareholders who wish to vote at the Unlisted Share Class Meeting shall appoint the chairman of the Unlisted Share Class Meeting as their proxy to exercise their rights to vote at the Unlisted Share Class Meeting in accordance with their instructions.
6. As set out in the section headed “EGM and the Class Meetings Arrangement” of the Circular, the Unlisted Share Class Meeting will be conducted virtually by way of telecommunication video-conference. As Shareholders will not be able to attend the Unlisted Share Class Meeting in person, Shareholders who wish to vote at the Unlisted Share Class Meeting shall appoint the chairman of the Unlisted Share Class Meeting as their proxy by completing the accompanying form of proxy. If the proxy form is signed by another person as authorized by the appointer, the power of attorney or other authorization document must be notarized. The notarized power of attorney or other authorization document must be deposited together with the proxy form at the business address of the Company in the PRC not less than 24 hours before the time for holding the Unlisted Share Class Meeting.
7. References to time and dates in this notice are to Hong Kong time and dates.

*As at the date of this announcement, the board of directors of the Company comprises Mr. Sun Haijin, Mr. Chan Hey Man and Mr. Chen Lin, as executive Directors; Mr. Chan Fei, Mr. Li Qiuyu and Mr. Han Liu, as non-executive Directors; and Mr. Chan Kok Chung, Johnny, Mr. Wong Hak Kun, Mr. Zhou Xiang and Ms. Huang Jing, as independent non-executive Directors.*