

## Keep Inc.

(Incorporated in the Cayman Islands with limited liability)

(Stock code: 3650)

Dear registered shareholder(s),

17 January 2024

## **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") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Keep 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 <a href="https://keep.com/">https://keep.com/</a> and the HKEXnews website at <a href="https://keep.com/">www.hkexnews.hk</a> in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communication(s)<sup>(Note)</sup>, the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (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 the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communication(s)<sup>(Note)</sup> in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the Share Registrar or send an email to keep.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 contact the Company at (010) 6400 9688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,
By order of the Board
Keep Inc.
Wang Ning

Chairman, Executive Director and Chief Executive Officer

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, Keep Inc. (「**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,該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 https://keep.com/和披露易網站 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<sup>(爾註)</sup>,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 <sup>(新</sup><sup>(f)</sup>

若 閣下希望收取公司通訊之印刷版,請填妥本函背頁之回條並交回股份過戶處,或發送電子郵件至 keep.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。

如 閣下對本函件有任何疑問,請於辦公時間星期一至星期五(香港公眾假期除外)上午9時正至下午6時正(香港時間)其間致電公司(010) 6400 9688 查詢。

承董事會命

Keep Inc. 主席、執行董事兼首席執行官

王寧

謹啟

2024年1月17日

附註:可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關 證券持有人的權利的公司通訊。



REPLY FORM  回修	k
REPLY FURM 四形	ŀ

Computershare Hong Kong Investor Services Limited (The "Share Registrar") 数: 香港中央證券登記有限公司 (「股份過戶處」)

17M Floor, Hopewell Centre

183 Oueen's Road East, Wan Chai, Hong Kong

香港灣仔皇后大道東 183 號 合和中心 17M 樓

(Please **choose ONLY ONE** of the options below) (請從以下選項中**只選擇其中一項**)

Personalized QR Code 專屬二維碼

Option 1: 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

|選項1:│掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式發佈 的可供採取行動的未來公司通訊<sup>(附註 3)</sup>

> You are **NOT required** to return this Reply Form if you choose Option 1. 如選擇了選項1. 閣下無須交回本回條。

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」)通過電子方式發佈的可供採取行動的未來公司通訊 (附註 3)				
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱:			
	Keep Inc.			
	Keep Inc.			
Email address 電郵地址: (Notes 3 / 附註 3)				
Option 3:    I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)   選項 3: 本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格内劃上「✓」號)   receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5)   收取未來公司通訊*的印刷本・並已知悉本指示由收取指示日期起計一年內有效。(附註 5)				
CREATE AND A STATE OF THE STATE	Contact number: 聯絡電話號碼:	Date: 日期:		

- 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 meetins, circular and proxy form. 條將另有註即,公司雖訊分指公司已變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、通過及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料臀距

- "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」的涵義相同。

  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 relating to your holdings in the Company, Your supply of Personal Data to the Company may no the able to process your instruction and/or request as stated in this Reply Form.

  副下於本回像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 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。 閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料、本公司可能無法處理 閣下在本回線上所述的指示及/或要求。
- (iii)
- 本公司可能無法處理 圖下在本回條上所述的指示及/或藥求。

  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.

  公司可然任何所說明的用達或在法例規定的情況下,將 圖下的個人資料按應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,並將在適當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 should be in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at PrivacyOfficer @computershare.com.hk. PrivacyOfficer@computershare.com.hk. In John Com. In Joh

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

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。