

# 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)  
(於中華人民共和國註冊成立的股份有限公司)

(Stock Code 股份代號：9699)

15 February 2024

Dear Non-registered Shareholder,

### Arrangement of Electronic Dissemination of Corporate Communications

In accordance with the amendment of the Listing Rules effective from 31 December 2023, the Company is required to disseminate corporate communications (“Corporate Communications”) electronically. No printed copies of Corporate Communications will be mailed out to you except by request. The Company will adopt electronic dissemination of Corporate Communications, which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form. The relevant arrangements will come into effect from the date hereof.

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 [www.sf-cityrush.com](http://www.sf-cityrush.com) and the Stock Exchange’s website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies, with the exception that Actionable Corporate Communications<sup>(Note)</sup> will be sent to you individually in printed form or through email (if a functional email address is provided in accordance with the below mechanism), in addition to being made available electronically on the aforementioned websites.

As a non-registered shareholder, if you wish to receive corporate communications from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.

If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Intermediaries, you will (i) be unable to receive any notifications regarding the publication of Corporate Communications; (ii) need to proactively check the Company’s website and the Stock Exchange’s website to keep up with the publication of Corporate Communications; and (iii) the Company will send the Actionable Corporate Communications in printed form in the future.

We encourage you to access Corporate Communications of the Company in electronic form on the Company’s website. If you want to receive the Corporate Communications and Actionable Corporate Communications in printed form, please complete and return the Request Form on the reverse side to the Company’s Hong Kong H Share registrar (the “H Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [9699-ecom@hk.tricorglobal.com](mailto:9699-ecom@hk.tricorglobal.com). Please note that such request will be valid unless being revoked or superseded or until expiry at the end of each financial year of the Company (whichever is earlier). Further request in writing will be required if you prefer to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.

Should you have any queries relating to any of the above matters, please call the H Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to [9699-ecom@hk.tricorglobal.com](mailto:9699-ecom@hk.tricorglobal.com).

Yours faithfully,  
Hangzhou SF Intra-city Industrial Co., Ltd.  
SUN Haijin  
Chairman

Note: Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company’s Shareholders.

各位非登記股東：

### 以電子方式發佈公司通訊之安排

根據自2023年12月31日起生效的《上市規則》修訂，本公司將須透過電子方式發佈公司通訊（「公司通訊」）。除非閣下提出要求，本公司不會再向閣下郵寄公司通訊的印刷本。本公司將採用以電子方式發佈公司通訊，公司通訊指本公司為向其任何證券持有人或投資大眾提供資訊或提醒其採取行動而發佈或將要發佈的任何文件，包括但不限於(a)董事會報告及年度賬目以及核數師報告副本以及(如適用)財務摘要報告；(b)中期報告及(如適用)其中期摘要報告；(c)季度報告(如有)；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。相關安排將自本文件發佈之日起生效。

請注意，所有日後公司通訊的英文版和中文版將以電子方式在本公司網站[www.sf-cityrush.com](http://www.sf-cityrush.com)和聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)上提供，以代替印刷本，除在上述網站提供電子版外，惟將以印刷本形式或通過電子郵件(如果根據以下機制提供有效電子郵箱地址)向閣下個別地發送可供採取行動的公司通訊<sup>(附註)</sup>除外。

作為非登記股東，如有意根據《上市規則》收取公司通訊，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

如果本公司並未從中介公司收到閣下的有效電子郵件地址，直至中介公司收到閣下有效的電子郵件地址前，閣下將(i)無法收到任何有關發佈公司通訊的通知；(ii)需要主動查看本公司網站和聯交所網站以留意公司通訊的發佈；及(iii)本公司日後將以印刷本形式發送可供採取行動的公司通訊。

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的公司通訊。若閣下希望收取公司通訊及可供採取行動的公司通訊之印刷本，請填妥本函背頁之申請表格並交回本公司的香港H股過戶登記處(「H股過戶登記處」)卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至[9699-ecom@hk.tricorglobal.com](mailto:9699-ecom@hk.tricorglobal.com)。請注意，該要求將一直有效，除非被撤銷或取代，或直至於本公司各財政年度末屆滿(以較早者為準)。倘閣下欲繼續收取日後公司通訊及可供採取行動的公司通訊的印刷本，則需作出進一步書面請求。

如閣下對上述任何事項有任何疑問，請致電H股過戶登記處電話熱線(852) 2980 1333，辦公時間為星期一至星期五(公眾假期除外)上午9時正至下午6時正，或電郵至[9699-ecom@hk.tricorglobal.com](mailto:9699-ecom@hk.tricorglobal.com)。

杭州順豐同城實業股份有限公司  
主席  
孫海金  
謹啟

2024年2月15日

附註：可供採取行動的公司通訊指任何涉及及要求本公司股東指示其擬如何行使其作為本公司股東的權利或作出選擇的公司通訊。

## Request Form 申請表格

To: Hangzhou SF Intra-city Industrial Co., Ltd.  
(Stock Code: 9699) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致：杭州順豐同城實業股份有限公司  
(股份代號：9699) (「本公司」)  
經卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications<sup>(1)</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊<sup>(1)</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive the current and future Corporate Communications and Actionable Corporate Communications<sup>(1)</sup> in printed copy of the Company. 本人／吾等要求索取本公司本次及今後刊發之公司通訊及可供採取行動的公司通訊<sup>(1)</sup>之印刷本。

Signature 簽署：

Date 日期：

Name 姓名：

(English 英文)

Contact Phone Number:

聯絡電話號碼：

(in block letters 以正楷填寫)

### Notes 附註：

- "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 or the investing public, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form. "Actionable Corporate Communications" refer to any corporate communications that seek instructions from the Shareholders of the Company on how they wish to exercise their rights or make elections as the Company's Shareholders.  
[公司通訊]指由本公司發出或將予發出以供本公司任何證券的持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於：(a)董事會報告、年度賬目連同核數師報告副本及財務摘要報告(如適用)；(b)中期報告及中期摘要報告(如適用)；(c)季度報告(如有)；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。[可供採取行動的公司通訊]是指任何尋求本公司股東指示其擬如何行使其作為本公司股東的權利或作出選擇的公司通訊。
- By completing and returning this Request Form to request for the printed copy of the Current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications and Actionable Corporate Communications of the Company in printed copy. Please note that such request will be valid unless being revoked or superseded or until expiry at the end of each financial year of the Company (whichever is earlier). Further request in writing will be required if you prefer to continue receiving printed copy of future Corporate Communications and Actionable Corporate Communications.  
當閣下填寫及寄回此申請表格以索取刊發之本公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊及可供採取行動的公司通訊的印刷本。請注意，該申請將一直有效，除非被撤銷或取代，或直至於本公司各財政年度末屆滿(以較早者為準)。倘閣下欲繼續收取日後刊發的公司通訊及可供採取行動的公司通訊的印刷本，則需作出進一步書面申請。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱、聯絡電話號碼、電子郵箱地址和郵寄地址。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收公司通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及／或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

經郵寄：個人資料私隱主任  
卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

By email to: [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

經電郵：[is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com)

### Mailing Label 郵寄標籤

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。

Tricor Investor Services Limited  
卓佳證券登記有限公司  
Freepost No. 簡便回郵號碼：10 GPO  
Hong Kong 香港