



GUOQUAN FOOD (SHANGHAI) CO., LTD. 鍋圈食品(上海)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: 2517)

4 March 2024

Dear Non-registered Shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") effective from 31 December 2023, Guoquan Food (Shanghai) Co., Ltd (the "Company") has adopted the arrangement to disseminate corporate communications (the "Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except by request. 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.zzgqsh.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk (the "Website Version") in place of printed copies. Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites of the Company and the Stock Exchange and access the Website Version of Corporate Communications by yourselves.

As a Non-registered Shareholder, if you wish to receive Corporate Communications from the Company, 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 you want to receive all future Corporate Communications in printed form, please complete and return the reply form on the reverse side of this letter (the "Reply Form") to the Company's H share registrar (the "H Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or send an email to guoquan.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 Please note that such instruction shall be valid for one year unless being revoked or superseded (whichever is earlier) starting from the receipt date of your instruction and will expire thereafter. Further request in writing will be required if a Non-registered Shareholder prefers to continue receiving hard copies of future Corporate Communications.

Should you have any queries relating to this letter, please send an email to the H Share Registrar at guoquan.ecom@computershare.com.hk.

Yours faithfully,
By order of the Board
Guoquan Food (Shanghai) Co., Ltd.
Mr. Yang Mingchao
Chairperson of the Board, Executive Director and
Chief Executive Officer

Note: Corporate Communications include any document(s) 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.

各位非登記股東：

以電子方式發布公司通訊之安排

根據自2023年12月31日起生效的經修訂香港聯合交易所有限公司證券上市規則(「上市規則」)第2.07A條，鍋圈食品(上海)股份有限公司(「本公司」)已採納以電子方式發布公司通訊(「公司通訊」)之安排。除應要求外，本公司不會向閣下寄發公司通訊之印刷本。請注意，未來所有公司通訊的英文及中文版本均將取消印刷本而以電子方式刊載於本公司網站 www.zzgqsh.com 及香港聯合交易所有限公司(「聯交所」)網站 www.hkexnews.hk (「網站版本」)。本公司鼓勵股東積極監察並自行查閱本公司及聯交所網站日後登載的所有公司通訊的網站版本。

閣下作為非登記股東，如欲收取本公司的公司通訊，應與代閣下持有股份的閣下的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介機構」)聯絡，並向閣下的中介機構提供閣下的電郵地址。

倘閣下日後欲收取所有公司通訊的印刷本，請填妥本函件背面的回條(「回條」)並將其交回本公司的H股股份過戶登記處(「H股股份過戶處」)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，或發送電郵至 guoquan.ecom@computershare.com.hk，並註明閣下的姓名及郵寄地址，以接收公司通訊的印刷本。請注意，收取未來公司通訊印刷版之指示自收取閣下指示之日起計一年內有效，除非被撤銷或取代(以較早者為準)，此後將過期。倘非登記股東日後欲繼續收取公司通訊的印刷本，則須進一步提出書面要求。

閣下如對本函件有任何疑問，請發送電郵至 guoquan.ecom@computershare.com.hk 與H股股份過戶處聯絡。

承董事會命
鍋圈食品(上海)股份有限公司
楊明超先生
董事會主席、執行董事兼首席執行官
謹啟

2024年3月4日

附註：公司通訊包括本公司發出或即將發出以供其任何證券持有人或投資公眾參考或採取行動的任何文件，包括但不限於(a)董事會報告及其年度賬目，連同核數師報告的副本及(如適用)其財務報告摘要；(b)中期報告及(如適用)中期報告摘要；(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。

**REPLY FORM 回條**

To: **Computershare Hong Kong Investor Services Limited**
(The "H Share Registrar")
17M Floor, Hopewell Centre,
183 Queen's Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司
(「H股股份過戶處」)
香港灣仔皇后大道東183號
合和中心17M樓

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications from the Company, 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，如有意收取公司通訊，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。

Request for Corporate Communications* in printed form / 要求收取公司通訊*印刷版

I/we would like to receive future Corporate Communications* in printed form in the manner as indicated below and noted that this instruction shall be valid for one year unless being revoked or superseded (whichever is earlier) starting from the receipt date of the instruction and will expire thereafter.
本人/我們欲要求以下列方式收取未來公司通訊*的印刷版，並已知悉本指示自收取指示之日起計一年內有效，除非被撤銷或取代(以較早者為準)，此後將過期。

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): **Guoquan Food (Shanghai) Co., Ltd.**
上市公司(「公司」)名稱：**鍋圈食品(上海)股份有限公司**

English Version 英文版本 Chinese Version 中文版本 English and Chinese Versions 英文及中文版本

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

Signature(s) (Note 3):
簽名：(附註3)

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

Contact number:
聯絡電話號碼：

Date:
日期：

Postal Address:
郵寄地址：

Notes:

附註：

- This Reply Form is addressed to non-registered shareholder(s) ("Non-registered Shareholder" means such person or company whose shares in the Company 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 that such person or company wishes to receive Corporate Communications*).
此回條乃向公司之非登記股東(「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，已透過香港中央結算有限公司不時向公司發出通知，表示欲收取公司通訊*)發出。
- Please complete all your details clearly.
請清楚填寫所有資料。
- Any form with no box marked (), with no signature or otherwise incorrectly completed will be void.
如在本表格未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.
為免存疑，在本回條上的任何額外指示，公司將不予處理。
- 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 (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.
除非另有註明，公司通訊乃指公司已發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(a)董事報告、年度賬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。

PERSONAL INFORMATION COLLECTION STATEMENT
收集個人資料聲明

- "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 the Company's electronic dissemination of Corporate Communications. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form.
閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊的事宜上。閣下是自願向公司提供個人資料。若閣下未能提供足夠資料，公司可能無法處理閣下在本回條上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the H 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.
公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給公司的附屬公司、H股股份過戶處、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 in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至H股股份過戶處(地址為香港灣仔皇后大道東183號合和中心17M樓)向香港隱私主任提出，或發送電郵至 PrivacyOfficer@computershare.com.hk。

**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.

當閣下寄回此回條時，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。

