



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 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.zzqgsh.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.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), 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 complete and return 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.

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 H Share Registrar, the Company will send the Actionable Corporate Communications^(Note) in printed form in the future.

It is the responsibility of each Shareholder to provide an email address that is functional. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will act according to the abovementioned arrangement. The Company will be considered to have complied with the Listing Rules if it sends Actionable Corporate Communications to the email address provided by a Shareholder without receiving any "non-delivery message".

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 to the H Share Registrar 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 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

Notes:

- * 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.
- * 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.zzqgsh.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。

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^(附註)，本公司建議閣下掃描隨附回條(「回條」)上列印的專屬二維碼，以提供閣下的電郵地址。或者，閣下可填妥並將回條交回本公司的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。

倘本公司未能於閣下的回覆中收到有效的電郵地址，則於閣下向H股股份過戶處提供有效的電郵地址之前，本公司日後將向閣下寄發可供採取行動的公司通訊^(附註)的印刷本。

各位股東有責任提供有效的電郵地址。倘本公司並無擁有股東之電郵地址或所提供之電郵地址無效，則本公司將按上述安排行事。倘本公司向股東提供的電郵地址發送可供採取行動的公司通訊，而並無收到任何「未送達訊息」，則本公司將被視為已遵守上市規則。

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並將其交回H股股份過戶處，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。
- 可供採取行動的公司通訊指任何涉及要求本公司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或作出選擇的公司通訊。

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

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

Option 1: Provide your email address for receipt of future Actionable Corporate Communications of the Company via electronic dissemination by scanning your personalized QR code. Personalized QR Code 專屬二維碼

Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications of the following listed company (the "Company") via electronic dissemination. Name of Securities holder(s) 證券持有人姓名: Guoquan Food (Shanghai) Co., Ltd. 鵝圈食品(上海)股份有限公司

Option 3: I/we hereby request for receipt of 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... English Version 英文版本 Chinese Version 中文版本 English and Chinese Versions 英文及中文版本

Signature(s): 簽名: Contact number: 聯絡電話號碼: Date: 日期:

Notes 附註: 1. Please complete all your details clearly. 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 3. If the Company does not receive a functional email address in your reply... 4. If you provide more than one email address by QR code, email, reply form and/or other means... 5. If you mark "✓" in one of the boxes in Option 3, no email address will be registered and only Corporate Communications in printed form will be received. 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 7. 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...

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明 (i) "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"). (ii) 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. (iii) 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... (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO...

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. 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。