

(於中華人民共和國註冊成立的股份有限公司)

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

(股份代號 Stock Code: 03369)

Dear registered shareholder(s),

2 February 2024

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A 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, QINHUANGDAO PORT CO., LTD * (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 https://www.portqhd.com/html/index.php and the HKExnews website at www.hkexnews.hk in place of printed copies.

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 reply form on the reverse side (the "Reply Form"). Alternatively, you may sign 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.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the H Share Registrar or send an email to qhd-port.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.

> On behalf of the Board Qinhuangdao Port Co., Ltd.* ZHANG Xiaoqiang

Chairman

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder

*For identification purpose only

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 日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下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,秦皇島港股份有限公司(「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 www.portqhd.com/s/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 (開註),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, 撂下也可以簽署回條並交回公司的 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。

如果公司沒有收到 閣下的有效電子郵件地址,直至 H 股股份過戶處收到 閣下有效的電子郵件地址前,公司未來將以印刷本形式發送可供採取行動 的公司通訊(

閣下希望收取公司通訊之印刷版,請填妥回條並交回股份過戶處,或發送電子郵件至 qhd-port.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。

> 承董事會命 秦皇島港股份有限公司 董事長 張小強

二零二四年二月二日

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。

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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)

Personalized QR Code 專屬二維碼

Option 1: Provide email address for receipt of future Actionable Corporate

 $Communications ^{(Note\ 3)} \ of \ the \ Company\ via\ electronic\ dissemination\ by\ scanning$

personalized QR code

選項1: 掃瞄 專屬二維碼提供電子郵件地址,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(附註3)

Returning this Reply Form is **NOT required** if Option 1 is chosen.

如選擇了選項1,無須交回本回條。

Option 2: I/we hereby provide my/our email address in company (the "Company") via electronic diss 選項 2: 本人/吾等現以書面提供本人/吾等的電子郵件場	semination					
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 秦皇島港股份有限 QINHUANGDAO	公司				
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・請在以下方格內劃上「✓」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。(常註5)						
Signature(s): ^(Notes 1) 簽名: ^(附註 1)	Contact number: 聯絡電話號碼:	Date: 日期:				

- report, interim report, notice of meeting, circular and 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,其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

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。