海南美蘭國際空港股份有限公司

Hainan Meilan International Airport Company Limited*

(A joint stock company incorporated in the People's Republic of China with limited liability) (在中華人民共和國註冊成立之股份有限公司)

(Stock Code 股票代碼: 357)

19 February 2024

Dear registered shareholder(s),

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, Hainan Meilan International Airport Company Limited* (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 www.mlairport.com and the HKEXnews website at www.hkexnews.hk in place of printed copies. You need to proactively check the Company's website and the HKEXnews website to keep up with the publication of Corporate Communications.

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.

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

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 meilan_airport.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 H Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

> By order of the Board Hainan Meilan International Airport Company Limited* Wang Hong

Chairman and President

*For identification purpose only

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

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,海南美蘭國際空港股份有限公司(「**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) 代表委任表格。

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.mlairport.com 和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。 閣下需要主動查看公 司網站和披露易網站以留意公司通訊的發佈。

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, 閣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(附近)。

閣下有責任提供一個有效的電子郵件地址。假若公司沒有收到 閣下的電子郵件地址或 閣下所提供的電子郵件地址無效,公司將按照上述安排行事。如果公司向 閣下提供的電子郵件地址發送可供採取行動的公司通訊而未收到任何"未送達信息",則公司將被視為已遵守上市規則。

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 meilan_airport.ecom@computershare.com.hk , 並註明 閣下的姓名、地 閣下指示當日起計一年內有效,此後將過期。 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

如 閣下對本函件有任何疑問,請於辦公時間星期一至五(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 H 股股份過戶處 (852)2862 8688 查詢。

> 承董事會命 海南美蘭國際空港股份有限公司 董事長兼總裁 干宏

二零二四年二月十九日

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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 <u>choose ONLY ONE</u> 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*剛註3)*

Returning this Reply Form is **NOT required** if Option 1 is chosen. 加選擇了課百 1 . **無須**応回木回修 。

知选择] 选块 I, 無須 父凹本凹條。						
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/吾等的電子郵件地址・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: Hainan Meilan International Airp 海南美蘭國際空港股份有限公司	ort Company Limited				
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)						
/ number of the control of the contr	ntact number: 洛電話號碼:	Date: 日期:				

- 6. 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 the annual 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:

- "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"). 本暨明中所指的「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。
- (iii)
- 本登明中所指的「個人資料」與香港法的稱 発格。 (個人資料人 私隱)除例)(「 私隱條例)」)中「個人資料」的海養性同。
 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's post avoid to the Company's

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

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。