

Nayuki Holdings Limited

奈雪的茶控股有限公司

(A company incorporated in the Cayman Islands with limited liability)

(the “Company”)

SHAREHOLDERS’ COMMUNICATION POLICY

1. PRINCIPLES

- 1.1 The Company is committed to providing shareholders of the Company (the “**Shareholders**”) and other stakeholders (including potential investors) with balanced and understandable information about the Company.
- 1.2 The board of directors (the “**Board**”) of the Company should be responsible for:
 - maintaining an on-going dialogue with the Shareholders and encouraging them to communicate actively with the Company; and
 - establishing this Shareholders’ Communication Policy (the “**Policy**”) and reviewing the Policy on a regular basis to ensure its effectiveness.

2. PURPOSE

- 2.1 The Policy aims to:
 - promote effective communication with the Shareholders and other stakeholders;
 - encourage the Shareholders to engage actively with the Company; and
 - enable the Shareholders to exercise their rights as shareholders effectively.

3. SOURCES OF COMMUNICATION

3.1 Corporate Communication

- 3.1.1 “Corporate Communication” as defined under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**Listing Rules**”) refers to any document 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 following documents of the Company: (a) the directors’ report, annual accounts together with a copy of the auditor’s 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.
- 3.1.2 Corporate Communication of the Company will be published on the Stock Exchange’s website (www.hkex.com.hk) in a timely manner as required by the Listing Rules.
- 3.1.3 Corporate Communication will be provided to the Shareholders and non-registered holders of the Company’s securities in both English and Chinese versions or where permitted, in a single language, in a timely manner as required by the Listing Rules.

3.2 **Announcements and Other Documents pursuant to the Listing Rules**

3.2.1 The Company shall publish announcements (on inside information, corporate actions and transactions etc.) and other documents (e.g. Memorandum and Articles of Association) on the Stock Exchange's website in a timely manner in accordance with the Listing Rules.

3.3 **Corporate Website**

3.3.1 Any information or documents of the Company posted on the Stock Exchange's website will also be published on the Company's website (www.naixuecha.com).

3.4 **Shareholders' Meetings**

3.4.1 The annual general meeting and other general meetings of the Company are primary forum for communication between the Company and its Shareholders.

3.4.2 The Company shall provide the Shareholders with relevant information on the resolutions(s) proposed at a general meeting in a timely manner in accordance with the Listing Rules. The information provided shall be reasonably necessary to enable the Shareholders to make an informed decision on the proposed resolution(s).

3.4.3 The Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend the meetings.

3.4.4 Where appropriate or required, the Chairperson of the Board and other Board members, the chairpersons of board committees or their delegates, and the external auditors should attend general meetings of the Company to answer the Shareholders' questions (if any).

3.5 **Shareholders' Enquiries**

3.5.1 Enquiries about Shareholdings

The Shareholders should direct their enquiries about their shareholdings to the Company's Hong Kong share registrar, Computershare Hong Kong Investor Services Limited, by Online Feedback, a web-based enquiry form (https://www.computershare.com/hk/en/online_feedback), or call its hotline at +852 2862 8555, or go in person to its public counter at Shops 1712-1716, 17th Floor Hopewell Centre 183 Queen's Road East Wanchai Hong Kong.

3.5.2 Enquiries about Corporate Governance or Other Matters to be put to the Board and the Company

The Company will not normally deal with verbal or anonymous enquiries. The Shareholders may send written enquiries to the Company, for the attention of the Board of Directors by mail to Zone F, 2F, Building 3, Huangguan Science Park, Chegongmiao Industrial Zone, Futian District, Shenzhen, PRC.

Note: The Shareholders' information may be disclosed as required by law.

(If there is any inconsistency between the English and Chinese version of this document, the English version shall prevail.)