

# JINMAO PROPERTY SERVICES CO., LIMITED

## 金茂物業服務發展股份有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立之有限公司)

(Stock Code 股票代號 : 816)

### NOTIFICATION LETTER 通知信函

11 May 2022

Dear Registered Holder,

**Jinmao Property Services Co., Limited (the "Company")**

**Notice of Publication of Circular containing Notice of Annual General Meeting together with the relevant Form of Proxy (the "Current Corporate Communication")**

The Company's Annual General Meeting will be held at 6F, YouAn International Tower, Unit 2, Xitheyang Middle Ave, Fengtai District, Beijing, the PRC on Thursday, 2 June 2022 at 2:00 p.m. The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at [www.jinmaow.com](http://www.jinmaow.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (the "HKEX's website") or the arranged printed version(s) of Current Corporate Communication are enclosed (if applicable). You may access the Current Corporate Communication as appeared on the Company's website, by browsing through the HKEX's website or by referring to the attached printed version(s) (if applicable).

You may at any time choose to receive free of charge Corporate Communication <sup>(Note)</sup> either in printed form (English version only, Chinese version only or both English and Chinese versions) or to read the Company's Corporate Communication from the Company's website or HKEX's website (the "Website Version"), notwithstanding any wish to the contrary you have previously conveyed to the Company. If you want to receive a printed version or another language version of the Current Corporate Communication, please complete and sign on the change request form (the "Change Request Form") on the reverse side and return it by post using the mailing label at the bottom of the Change Request Form (a stamp is not needed if posted in Hong Kong) or by hand delivery to the Company c/o the Company's share registrar (the "Share Registrar"), Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. You may also send your request (specifying your name, address and request) via email to [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk) or write to the Share Registrar.

If you would like to change your choice of language or means of receipt of the Company's future Corporate Communication, please complete and sign on the Change Request Form on the reverse side and return it by post using the mailing label at the bottom of the Change Request Form (a stamp is not needed if posted in Hong Kong) or by hand delivery to the Share Registrar. You may also send your request (specifying your name, address and request) via email to [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk) or write to the Share Registrar. Even if you have chosen to receive the Website Version of all future Corporate Communication but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communication, the Company will promptly upon your request send the Current Corporate Communication to you in printed form free of charge.

Should you have any queries in relation to this letter, please call the Company's hotline at 8610-56973014 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk).

By order of the Board  
Jinmao Property Services Co., Limited  
Jiang Nan  
Chairman

Note: Corporate Communication means 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 (a) the annual report which covers the directors' report, its 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.

各位登記持有人：

金茂物業服務發展股份有限公司（「本公司」）

載有股東週年大會通告之通函連同有關的代表委任表格（「本次公司通訊」）之發佈通知

本公司之股東週年大會將於2022年6月2日（星期四）下午2時正於中國北京豐台區西鐵營中路2號院佑安國際大廈6樓舉行。本公司本次公司通訊的中、英文版本已上載於本公司的網站 [www.jinmaow.com](http://www.jinmaow.com) 和香港聯合交易所有限公司的網站 [www.hkexnews.hk](http://www.hkexnews.hk)（「聯交所網站」）或按安排附上本次公司通訊之印刷本（如適用）。閣下可在本公司的網站閱覽本次公司通訊、在聯交所網站瀏覽有關文件或參考隨附之印刷本（如適用）。

儘管閣下早前曾向本公司作出公司通訊<sup>(附註)</sup>收取方式或語言版本的選擇，但仍可以隨時更改有關選擇，轉為收取印刷本（僅收取英文印刷本、僅收取中文印刷本或同時收取英文及中文印刷本）或通過本公司的網站或聯交所網站瀏覽公司通訊（「網站版本」）。如閣下欲收取本次公司通訊的印刷本或另一語言印刷本，請填妥在本函背面的變更申請表格（「變更申請表格」），並使用隨附之郵寄標籤（如在香港投寄則毋須貼上郵票）將填妥及簽署後的變更申請表格寄回，或親手交回本公司股份過戶登記處（「股份過戶登記處」），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。閣下同時亦可將申請（註明閣下的姓名、地址及要求）以電郵方式發送到 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk) 或以書面方式通知股份過戶登記處。

如閣下需要更改公司通訊收取方式或語言版本的選擇，請填妥在本函背面的變更申請表格，並使用隨附之郵寄標籤（如在香港投寄則毋須貼上郵票）將填妥及簽署後的變更申請表格寄回，或親手交回股份過戶登記處。閣下亦可將申請（註明閣下的姓名、地址及要求）以電郵方式發送到 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk) 或以書面方式通知股份過戶登記處，以更改日後收取公司通訊之收取方式及語言版本之選擇。如閣下已選擇瀏覽網站版本以收取日後之公司通訊，但因任何理由未能閱覽載於網站的本次公司通訊，本公司將應閣下要求盡快向閣下寄上所要的本次公司通訊的印刷本，費用全免。

如閣下對本函內容有任何疑問，請於星期一至五（香港公眾假期除外）上午9時正至下午6時正的辦公時間內致電本公司熱線 8610-56973014 或電郵至 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk)。

承董事會命  
金茂物業服務發展股份有限公司  
主席  
江南

2022年5月11日

附註：公司通訊指本公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件，其中包括但不限於：(a) 年報，包括董事報告、本公司的年度賬目連同核數師報告及(如適用)財務摘要報告；(b) 中期報告及(如適用)中期摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及(f) 代表委任表格。

## CHANGE REQUEST FORM 變更申請表格

**To: Jinmao Property Services Co., Limited (the "Company")**  
**(Stock Code: 816)**  
 c/o Computershare Hong Kong Investor Services Limited  
 17M Floor, Hopewell Centre,  
 183 Queen's Road East, Wanchai, Hong Kong

**致： 金茂物業服務發展股份有限公司（「本公司」）**  
**（股份代號：816）**  
 經香港中央證券登記有限公司  
 香港灣仔皇后大道東 183 號  
 合和中心 17M 樓

**A. I/We have chosen to read the Current Corporate Communication posted on the Company's website or have already received a printed copy of the Current Corporate Communication in Chinese and/or in English but would like to receive:**

**甲. 本人／吾等已選擇閱覽刊登於本公司網站的本次公司通訊或已收取本次公司通訊的中文及／或英文印刷本，惟欲收取：**

(Please mark "X" in **ONLY ONE** of the following boxes)

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- a printed English version** of the Current Corporate Communication **ONLY**; **OR**  
 僅收取本次公司通訊的**英文印刷本**；或
- a printed Chinese version** of the Current Corporate Communication **ONLY**; **OR**  
 僅收取本次公司通訊的**中文印刷本**；或
- both the printed English and Chinese versions** of the Current Corporate Communication.  
 同時收取本次公司通訊的**英文及中文印刷本**。

**B. I/We would like to receive all future Corporate Communications of the Company:**

**乙. 本人／吾等欲以下列方式收取公司所有日後刊發的公司通訊：**

(Please mark "X" in **ONLY ONE** of the following boxes)

(請從下列選擇中，僅在其中一個空格內劃上「X」號)

- by electronic means** through the Company's website ([www.jinmaowj.com](http://www.jinmaowj.com)) (instead of in printed form) with a notification letter mailed to my/our address when printed copies of the relevant Corporate Communications are published; **OR**  
 透過公司網站([www.jinmaowj.com](http://www.jinmaowj.com))以電子方式收取(代替印刷本)，並在有關公司通訊印刷本刊發時郵寄通知信函至本人／吾等的地址；或
- the printed English version** of the Corporate Communications ; **OR**  
 公司通訊的**英文印刷本**；或
- the printed Chinese version** of the Corporate Communications ; **OR**  
 公司通訊的**中文印刷本**；或
- both the printed English and Chinese versions** of the Corporate Communications.  
 公司通訊的**英文及中文印刷本**。

**Signature:**

**簽名:** \_\_\_\_\_

**Contact telephone number:**

**聯絡電話號碼:** \_\_\_\_\_

**Date:**

**日期:** \_\_\_\_\_

Notes 附註：

- Please complete all your details clearly.  
請 閣下清楚填妥所有資料。
- Any form with more than one box marked (X) in Part A or Part B, with no box marked (X) in Part A and Part B, with no signature or otherwise incorrectly completed will be void.  
如在本申請表格甲部或乙部作出超過一項選擇、或在甲部及乙部未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本申請表格將會作廢。
- For the avoidance of doubt, the Company does not accept any other instruction given on this form.  
為免存疑，任何在本申請表格上的額外指示，本公司將不予處理。

### 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 閣下寄回此表格時，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。

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
 Rate our service 評價  
 Lodge a complaint 投訴



**Contact Us 聯繫我們**

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)