



## SUNAC SERVICES HOLDINGS LIMITED

### 融創服務控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code 股份代號: 01516)

## NOTIFICATION LETTER 通知信函

29 April 2024

Dear Non-registered holders <sup>(Note)</sup>,

### Sunac Services Holdings Limited (the “Company”)

### – Notice of Publication of 2023 Annual Report, Circular dated 29 April 2024 together with Notice of Annual General Meeting and Proxy Form (the “Current Corporate Communications”)

The Current Corporate Communications of the Company have been published in English and Chinese versions and are available on the website of Hong Kong Exchanges and Clearing Limited (“HKEXnews”) at [www.hkexnews.hk](http://www.hkexnews.hk) and the Company’s website at [www.sunacservice.com](http://www.sunacservice.com). If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, please send your request (specifying your name, address and request) by email at [sunacservices.ecom@computershare.com.hk](mailto:sunacservices.ecom@computershare.com.hk) or by notice in writing to the Company’s Hong Kong branch share registrar (the “Hong Kong Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

### New Arrangements on 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”) that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of its corporate communications (the “Corporate Communications”).

### Corporate Communications

Corporate Communications include 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 (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.sunacservice.com](http://www.sunacservice.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

Pursuant to the current Articles of Association of the Company, a notice of publication of the Corporate Communications on the websites will be sent by the Company to shareholders on the publication date of the Corporate Communications. The Company is planning to amend the relevant provisions of its Articles of Association. Before the relevant amendments to the Articles of Association take effect, the Company will comply with the relevant requirements of the currently effective Articles of Association.

### What you need to do as a non-registered shareholder

As a non-registered shareholder, if you wish to receive Corporate Communications from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the “Intermediaries”) and provide your email address to your Intermediaries.

If the Company does not receive your functional email address from the Intermediaries, until such time that the functional email address is provided to the Company by the Intermediaries, (i) you will be unable to receive any notifications regarding the publication of Corporate Communications on the Company’s website and the HKEXnews website by email; and (ii) you are recommended to proactively check the Company’s website and the HKEXnews website to keep up with the publication of Corporate Communications in a timely manner.

If you want to receive the future Corporate Communications in printed form, please complete and return the enclosed Reply Form to the Hong Kong Share Registrar, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or send an email to [sunacservices.ecom@computershare.com.hk](mailto:sunacservices.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 unless being revoked or superseded or until invalidated on the last day of the following financial year of the Company (whichever is earlier).

Should you have any queries relating to this letter, please contact the Hong Kong 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.

Yours faithfully,  
For and on behalf of  
**Sunac Services Holdings Limited**

*Note: This letter is addressed to Non-registered holders (“Non-registered holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications). If you have sold or transferred your shares in the Company, please disregard this letter and the enclosed Reply Form.*

各位非登記持有人<sup>(附註)</sup>：

**融創服務控股有限公司（「本公司」）  
– 2023 年年度報告、2024 年 4 月 29 日的股東週年大會函函及委任表格（「本次公司通訊文件」）之發佈通知**

本公司的本次公司通訊文件備有中、英文版本，並已上載於香港交易及結算有限公司（「披露易」）網站 [www.hkexnews.hk](http://www.hkexnews.hk) 及本公司網站 [www.sunacservice.com](http://www.sunacservice.com)，歡迎瀏覽。閣下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難，閣下可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到 [sunacservices.ecom@computershare.com.hk](mailto:sunacservices.ecom@computershare.com.hk) 或以書面方式郵寄致本公司的香港股份過戶登記分處（「香港股份過戶登記處」）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。本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本。

**發佈公司通訊之新安排**

根據自 2023 年 12 月 31 日起生效的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，本公司謹此書面通知閣下，本公司已採用以電子方式發佈其公司通訊（「公司通訊」）之安排。

**公司通訊**

公司通訊包括本公司發佈或將予發佈為向其任何證券持有人參照或採取行動的任何文件，包括但不限於(a) 董事會報告、年度賬目連同核數師報告及（如適用）其財務摘要報告副本；(b) 中期報告及（如適用）其中期摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。

請注意，所有日後公司通訊的中英文版將在本公司網站 [www.sunacservice.com](http://www.sunacservice.com) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上以電子方式提供，以代替印刷本。

根據本公司現有組織章程細則，公司通訊於網站上刊發的通知將由本公司於公司通訊刊發日期向股東寄發。本公司擬修訂其組織章程細則相關條款。相關組織章程細則修訂生效前，本公司將遵守現時有效的組織章程細則的相關要求。

**作為非登記股東需採取的行動**

作為非登記股東，如閣下有意根據上市規則向本公司收取公司通訊，應聯絡代閣下持有股份的銀行、經紀人、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電郵地址。

如本公司並無自中介公司收到閣下的有效電郵地址，在本公司自中介公司收到閣下有效的電郵地址前，(i) 閣下將無法以電郵收取任何有關在本公司網站和披露易網站上刊發公司通訊的通知；及(ii) 建議閣下主動查看本公司網站和披露易網站以適時留意公司通訊的刊發。

如閣下希望收取日後公司通訊之印刷本，請填妥附件回條並交回至香港股份過戶登記處，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓或發送電郵至 [sunacservices.ecom@computershare.com.hk](mailto:sunacservices.ecom@computershare.com.hk)，並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意，該指示將一直有效，直至被撤銷或取代或直至本公司下一個財政年度的最後一天到期（以較早者為準）。

如閣下對本函件有任何疑問，請於星期一至星期五（香港公眾假期除外）上午 9 時正至下午 6 時正（香港時間）的辦公時間致電香港股份過戶登記處(852) 2862 8688 查詢。

融創服務控股有限公司  
謹啟

2024 年 4 月 29 日

附註：此函件乃向本公司之非登記持有人發出（「非登記持有人」指股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，希望收到公司通訊）。如果閣下已經出售或轉讓所持有之本公司股份，則無需理會本函件及附件回條。

## REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited  
(the "Hong Kong Share Registrar")  
17M Floor, Hopewell Centre  
183 Queen's Road East, Wanchai, Hong Kong

致：香港中央證券登記有限公司  
(「香港股份過戶登記處」)  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

## REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications\* pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊\*，閣下應聯絡代閣下持有股份的銀行、經紀人、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電郵地址。

## Request for Corporate Communications\* in printed form / 要求收取公司通訊\*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company (the "Company"): **Sunac Services Holdings Limited**  
上市公司（「公司」）名稱：**融創服務控股有限公司**

I/we would like to receive future Corporate Communications\* in printed form and noted that this instruction is valid unless being revoked or superseded or until invalidated on the last day of the following financial year of the Company (whichever is earlier).

本人／我們欲收取日後公司通訊\*的印刷版，並知悉本指示將一直有效，直至被撤銷或取代或直至公司下一個財政年度的最後一天到期（以較早者為準）。

English Version 英文版本  Chinese Version 中文版本  English and Chinese Versions 英文及中文版本

Name(s) of Non-registered holder(s):

非登記股東姓名：

Signature(s):

簽名：

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact number:

聯絡電話號碼：

Date:

日期：

Notes:

附註：

- This letter is addressed to non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications\*). 此函件乃向公司之非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已通過香港中央結算有限公司不時向公司發出通知，表示欲收取公司通訊\*）發出。
- Please complete all your details clearly. 請閣下清楚填妥所有資料。
- Any Reply Form with no box marked "✓", or with no signature or otherwise incorrectly completed will be void. 如在本回條未有在方格內劃上「✓」號，或未有簽署，或在其他方面填寫不正確，則本回條將會作廢。
- 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。

\* 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.  
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"). 本聲明中所指的「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。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關公司以電子方式發布公司通訊的事宜上。閣下是自願向公司提供個人資料。若閣下未能提供足夠資料，公司可能無法處理閣下在本回條上所述的指示及/或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Hong Kong Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 公司可就任何所說明的用途或在法例規定的情況下，將閣下的個人資料披露或轉移給其附屬公司、香港股份過戶登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Hong Kong Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk). 閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至香港股份過戶登記處（地址為香港灣仔皇后大道東 183 號合和中心 17M 樓）向香港隱私主任提出，或發送電郵至 [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)。

## 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。