

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)
(Stock Code: 816)

NOTIFICATION LETTER

14 May 2024

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")

Please note that the Company's Annual General Meeting will be held at 6F, YouAn International Tower, Unit 2, Xitieying Middle Avenue, Fengtai District, Beijing, the PRC on Wednesday, 5 June 2024 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.jinmaowy.com and the website of The Stock Exchange of Hong Kong Limited at 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). If you have any difficulty in receiving or gaining access to the Current Corporate Communication for any reason or wish to receive the Current Corporate Communication in printed form or in a language version other than your existing choice, we will upon your notice send the Current Corporate Communication of your choice of language in printed form to you free of charge as soon as possible; please write to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to JinmaoServices.ecom@computershare.com.hk.

Arrangement of Electronic Dissemination of Corporate Communications (Note 1)

Pursuant to Rule 2.07 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of Corporate Communications that came into effect on 31 December 2023, the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Company has adopted electronic dissemination of Corporate Communications. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the Company's website and the HKEX's website, in place of printed copies, provided that shareholders have consented to receiving all future Corporate Communications published on the Company's website and the HKEX's website.

Solicitation of electronic contact details

To promote electronic dissemination of Corporate Communications, to the extent you have not already done so, you are requested to provide an email address in the enclosed reply form (the "Reply Form") and send it to the Share Registrar for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communications on the Company's website as and when Corporate Communications are published on the Company's website and (ii) all future Actionable Corporate Communications (Note 2) in electronic form from the Company. To ensure timely receipt of the latest Corporate Communications, the Company recommends you to provide your email address by scanning your personalized QR code printed on the Reply Form. If you have previously provided an email address, the Company will continue to use the email address to send you notifications of publication of Corporate Communications and Actionable Corporate Communications.

If you want to receive or continue to receive future Corporate Communications in printed form, to the extent you have not already done so, please complete the Reply Form and send it to the Share Registrar or send an email to JinmaoServices.ecom@computershare.com.hk specifying your name, address and request to receive future Corporate Communications in printed form. Please note that such instruction shall be valid up to the time when the Company publishes its next annual report in the following year.

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.

By order of the Board
Jinmao Property Services Co., Limited
Song Liuyi
Chairman

Note:

- 1. 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.
- 2. 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 holders. For the avoidance of doubt, this does not include a notice of general meeting or proxy form.

REPLY FORM 回條						
(the 17M	outershare Hong Kong Investor Se "Share Registrar") Floor, Hopewell Centre Queen's Road East, Wanchai, Ho			致:	香港中央證券登記有限公司 (「股份過戶登記處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓	
	DNLY ONE of the options below) 中只選擇其中一項)					
Option 1 選項 1	Provide your email address for receipt of future Corporate Communications* of the Company via electronic dissemination by scanning your personalized QR code 掃瞄 <u>閣下專屬二維碼</u> 提供 閣下之電子郵件地址,以接收公司通過電子方式發佈的日後公司通訊。					
	You are NOT required to return th 如選擇了選項 1, 閣下 無 多	nis Reply Form if you o 【交回本回條。	choose Option 1.			
Option 2 I/we hereby provide my/our email address in writing for receipt of future Corporate Communications of the following listed company (the "Company") via electronic dissemination 逐項2 本人/吾等現以書面提供本人/吾等之的電子郵件地址,以確保收到以下上市公司(「公司」)通過電子方式發佈的日後公司通訊 Name of securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱: Jinmao Property Services Co., Limited (Stock Code: 816)						
Email address	電郵地址: (Notes 3/附註3)		金茂物美	養服務發展股	分有限公司(股票代號:816)	
Option 3 I/we hereby request for receipt of future Corporate Communications in printed form and noted that this instruction is valid up to the time when the Company publishes its next annual report in the following year. (Notes 5) (Please mark "√" in the below box if applicable) 本人/吾等現要求收取日後公司通訊印刷版・並已知悉本指示將直至公司於翌年刊發下一份年報為止之前有效。 (知道 5) (如適用,請在以下方格内劃上「✓」號)						
	Printed English version 英文印刷本		inted Chinese version 文印刷本		Both the printed English and (英文及中文印刷本	Chinese versions
Signature(s): 簽名: ^{(附註}	(Notes 1)		Contact number: 聯絡電話號碼:		Date: 日期:	
Notes 對注: 1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚模型 图下之所有資料。 2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回答若未有爱馨处在头地方面填落下压罐。即太回经验自作场。 3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications. 如公司没有投资 图下的有效電子那件地址。 图下解案之收到有關整体公司通訊的通知。 4. If you provide more than one email address by QR code, email, Reply Form and/or other means, only the latest one email address sprovided will be registered. 如 图下随着处理实施的工作性,可以使用的电子那件地址,只有 图下最後提供的電子那件地址的最被形态起。 5. If you mark "in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received. 如 图下在逻辑分 方桥的第上 " 以 整一条个各有量一颗作业社报会是,只有公司通讯的知识版金融收取。 6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 参名个是,在不同的生产的生产的生产的生产的生产的生产的生产的生产的生产的生产的生产的生产的生产的						
(i) *Personal Data 本聲明中所指 (ii) Your Personal in the Compan 閣下於本回哨 (iii) Your Personal period as may 公司可就任何 (iv) You have the by mail to the	y, Your supply of Personal Data to the Compan, hF提供的值人資料解用於包括但下限於。無法施理 關下在本回條上所述的指示分型。如此可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以	rsonal data" in the Persona 人資料(私隱)條例) connection with, including I is on a voluntary basis. In r 有關公司以電子方式發 f或要求。 mpany to its subsidiaries, the poses. 間下的個人資料披露。 of your Personal Data in star at 17M Floor, Hopes 它的個人資料	put not limited to, the Company's elections cases of a failure to provide sufficient in ### 在	onic dissemination of formation, the Comp formation, the Comp 引證券有關的其他。 anies or bodies for a 戶登記處、及/或其 the PDPO. Any su st. Wanchai, Hong	ng Kong ('PDPO'). f Corporate Communications' and to liaiss with any may not be able to process your instruction 事宜上與「閣下聯絡」閣下是自顯向公司,ny of the stated purposes, or when it is requiret t.他公司或團體,並將在運營期間保留營幣,在Quest for access to and/or correction of Kong or by email at PrivacyOfficer@compute 至股份過戶登記處(地址為香港灣仔皇后)	and/or request as stated in this Reply Form. 提供個人資料。若 閣下未能提供足夠資 it to do so by law and will be retained for such till 人資料作核實及紀錄用途。 fyour Personal Data should be in writing, share.com,bk.

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