# JINM人O全贫服务

### 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

Dear Non-registered Holder (Note 1),

13 September 2024

#### Jinmao Property Services Co., Limited (the "Company") Notice of Publication of Circular containing Notice of Extraordinary General Meeting (the "Current Corporate Communication")

Please note that the Company's Extraordinary General Meeting will be held at 6F, YouAn International Tower, Unit 2, Xitieying Middle Avenue, Fengtai District, Beijing, the PRC on Monday, 30 September 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 <u>www.jinmaowy.com</u> and the website of The Stock Exchange of Hong Kong Limited at <u>www.hkexnews.hk</u> (the "**HKEX's website**"). 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 <u>JinmaoServices.ecom@computershare.com.hk</u>.

#### Arrangement of Electronic Dissemination of Corporate Communications (Note 2)

Pursuant to Rule 2.07 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, 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 the Website Version (as defined below).

If you elect to receive all future Corporate Communications through the Company's website and the HKEX's website (the "Website Version"), to the extent you have not already done so, you are requested to provide an email address to your Intermediaries (as defined below) for the purpose of receiving 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.

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 enclosed reply form and return to the Share Registrar or send an email to <u>JinmaoServices.ecom@computershare.com.hk</u> 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.

As a Non-registered Holder, 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 address or email address to your Intermediaries. If the Company does not receive your functional address or email address from the Intermediaries, until such time that the functional address or email address is provided to the Intermediaries, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company's website and the HKEX's website to keep up with the publication of Corporate Communications.

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 <u>JinmaoServices.ecom@computershare.com.hk</u>.

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

- Note: 1. 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 Communication). If you have sold or transferred your shares in the Company, please disregard this letter and the enclosed reply form.
  - 2. 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.

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Го:	Computershare Hong Kong Inves (the "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wanch		致	(「股份週	<b>證券登記有限公司 戶登記處」)</b> 皇后大道東 183 號 17M 樓
			REMINDER 提示		
As a l	Non-registered Holder <sup>(Notes 1)</sup> , if y	you wish to receive	Corporate Communications <sup>*</sup> pursu	ant to the Lis	ting Rules, you should liaise with your bank(s lectively, the "Intermediaries") and provide you
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作為家 中央約	非登記持有人 <sup>(##1)</sup> ,如有意 結算(代理人)有限公司(約	很 <b>據《</b> 上市規則》 統稱「中介公司」	收取公司通訊 <sup>*</sup> , 閣下應聯絡 ),並向 閣下的中介公司提供	閣下持有朋 閣下的地址	设份的銀行、經紀、託管商、代理人或香? 止或電子郵件地址。 
Requ	est for future Corporate (	Communications	; in printed form / 要求收取	日後公司通	訊印刷版
Name of the listed company (the "Company"):		any"):	Jinmao Property Services Co., Limited (Stock Code : 816)		
上市公	上市公司(「 <b>公司</b> 」)名稱:		金茂物業服務發展股份有限公司(股票代號:816)		
Pleas	e mark " $\checkmark$ " in the below box if app	plicable.)			
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