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),

29 April 2025

Jinmao Property Services Co., Limited (the "Company") <u>Notice of Publication of 2024 Annual Report (the "Current Corporate Communication") and Environmental, Social and Governance Report</u> (the "ESG Report")

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.

The ESG Report is published in electronic form only on the Company's website at <u>www.jinmaowy.com</u> and the HKEX's website at <u>www.hkexnews.hk</u>. You may access the ESG Report (i) by clicking the "Investors Relations" section in the menu on the home page of the Company's website; or (ii) by browsing through the HKEX's website. If you would like to receive a printed copy of the ESG Report, please make your written request to the Company c/o the Share Registrar by post at the above address or by email at <u>JinmaoServices.ecom@computershare.com.hk</u>.

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.
 - 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.

╋

			REPLY FORM 回條		
To:	Computershare Hong Kong Invest (the "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wanch			(「股份過	證券登記有限公司 戶 登記處」) 皇后大道東 183 號 17M 樓
			REMINDER 提示		
broker(on-registered Holder ^(Notes 1) , if y (s), custodian(s), nominee(s) or s or email address to your Inter	HKSCC Nominees Lin	prporate Communications' pursuanited through which your shares	nt to the List are held (coll	ing Rules, you should liaise with your bank(s) ectively, the "Intermediaries") and provide you
作為非 中央紀	⁻ 登記持有人 ^(網囲 /) ,如有意 算(代理人)有限公司(約	根 據《 上市規則 》 收 統稱「中介公司」)	取公司通訊 [*] , 閣下應聯絡 ,並向 閣下的中介公司提供	閣下持有服 閣下的地址	设份的銀行、經紀、託管商、代理人或香港 止或電子郵件地址。
Reque	est for future Corporate C	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"): J	Jinmao Property Services Co., Limited (Stock Code : 816)		
上市公司(「 公司 」)名稱:		ŝ	金茂物業服務發展股份有限公司(股票代號:816)		
Please	mark "✓" in the below box if app	licable.)			
	目,請在以下方格內劃上「✓				
			nes its next annual report in the follo	wing vear)	
`	示將直至公司於翌年刊發下一	1 51	1	ing your.)	
	Printed English version	□ P	rinted Chinese version		Both the printed English and Chinese versions
	英文印刷本		中文印刷本		英文及中文印刷本
me(s) o	of Non-registered Holder(s):			Signature(s):	
	of Non-registered Holder(s): 有人姓名:			Signature(s): 簽名:	:
登記持		(Please use ENGLISH BLOCK LET)	TERS 請用英文正楷填寫)		· · · · · · · · · · · · · · · · · · ·
登記持 ontact n 絡電話	有人姓名: umber: 號碼:	(Please use ENGLISH BLOCK LET)	TERS 請用英文正楷填寫	簽名:	
登記持 pontact n 絡電話 Notes 附 1. "Non- Kong 「非 2. Pleas 請 3. Any F 女 在 4. Fort th A完 名 文 在 4. Cott Lules	有人姓名: umber: 號碼: 控: registered Holder' means such person or Securities Clearing Company Limited that 登記持有人」指股份存成於中央結算 e complete all your details clearly. 關「清楚填妥所有資料。 Reply Form with no box marked (~), with n 本回緣上有方方的量上 (~) 號、 te avoidance of doubt, the Company does 序疑,在五回緣上的任何類外指示, is otherwise specified, Corporate Commun onguice mode inderim root encience of mode	company whose shares are he such person or company wish 反交收系統的人士或公司 o signature or otherwise incorr 或未有簽署、或在其他方面 not accept any other instructio 公司將不子產理。 incations refer to any document biologic accurate and news form	eld in The Central Clearing and Settlement Sy se to receive Corporate Communications. 已透過香港中央結算有限公司不時向公 ectly completed will be void. 環寫不正確,則本回蘇將會作廢。 ns given on this Reply Form. ts issued or to be issued by the Company for	簽名: Date: 日期: stem (CCASS) an 司發出通知,表 the information or	d who has notified the Company from time to time through Ho 译示欲收取公司通訊。
登記持 matact n ka電話 Notes 附 1. "Non- Kong 「非 2. Pleas 3. Any F Detr 数在 4. 為史 * Unless to the 除 PERSON, (i) 本 (ii) "Pe (ii) "Pe (iii) You vol 間 間	有人姓名: umber: 號碼: 註: registered Holder [®] means such person or Securities Clearing Company Limited that 當記持有人」指股份存放於中央結算 the complete all your details clearly. 閣下清差填妥所有資料 [®] Reply Form with no box marked (✓), with n 本回條未有在方格內劃上 [®] (✓), with n 和回 Report, interim report, notice of me 另有註明 [®] , 在本回錄上的任何讓外指示, but so otherwise specified, Corporate Commung so therwise specified, Corporate Commung annual report, interim report, notice of me 另有註明 [®] , 公司通訊乃指公司已發出 AL INFORMATION COLLECTION STATEM personal Data [®] in this statement has the sam 響明中所指的 [®] (個人資料)與香港法 ur Personal Data provided in this Reply For untary basis. In case of a failure to provide untary basis. In case of a failure to provide ntary basis. In case of a failure to provide the fift the fift th	company whose shares are he such person or company wishe 及交收系統的人士或公司' o signature or otherwise incorr 或未有簽署、或在其他方面 not accept any other instructio 公司勝不子處理。 icitations refer to any document reting, circular and proxy form, 或將子發出以供其任何證刻 IENT 收集個人資料聲明 em meaning as "personal data" 例第 486 章 《個人資料《和 rm will be used in connection y sufficient information, the Con	eld in The Central Clearing and Settlement Sy is to receive Corporate Communications. 已透過香港中央結算有限公司不時向公 症填寫不正確, 則本回蘇將會作廢。 ns given on this Reply Form. Its issued or to be issued by the Company for 条約持有人參照或採取行動的任何文件, in the Personal Data (Privacy) Ordinance, Ch. 隱) 條例》(「《私隱條例》」)中「 with the Company's electronic dissemination corporary so process your instruct pany may not be able to process your instruct	簽名: Date: 日期: stem (CCASS) an 司發出通知,表 the information or 其中包括但不隔 個人資料」的涵 f Corporate Comm lions and/or reque	d who has n otified the Company from time to time through Ho 医示欲收取公司通訊。 action of holders of any of its securities, including but not limi 或於年報、中期報告、會議通告、通函及代表委任表格。 ws of Hong Kong ("PDPO"). 義相同。 nunications. Your supply of Personal Data to the Company is or sits as stated in this Reply Form.
登記特 matact n 総都電話 Notes 附行 1. "Non- Kong 「非 2. Pleas 刻工 4. F為全地 ないhes * Unles * Unles * Unles * Unles * (ii) "Pari (iii) "Yoi 間在 (iii) Yoi So	「有人姓名: umber: 読碼: 註: registered Holder' means such person or Securities Clearing Company Limited that 登記好存力」 着股份存放於中央結算 e complete all your details clearty. 欄下清差填妥所有資料。 Reply Form with no box marked (~), with n 本回緣上方付調針, 出一, 號、 e avoidance of doubt, the Company does refer - 在一回緣上的"上一」號、 so otherwise specified, Corporate Commun e annual report, interim report, notice of me 另有註时,公司通訊乃指公司已發出 AL INFORMATION COLLECTION STATEM resonal Data' in this statement has the san 聲明中所指的「個人資料」與香港法 ur Personal Data provided in this Reply For untary basis. In case of a failure to provide Tb太本回條所指供的個人資料將用於 本回條上所述的指示及/或要求。 ur Personal Data may be disclosed or tar by law and will be retained for such perior	company whose shares are he such person or company wishe 及交收系統的人士或公司, o signature or otherwise incorr 或未有簽署。或在其他方面 not accept any other instructio 公司將不予處理。 ilcations refer to any document eting, circular and proxy form. 或將子發出以供其任何證刻 ENT 收集個人資料聲明 ne meaning as "personal data" MG第 486 查《個人資料 管明 or sufficient information, the Con 有關公司以電子方式發佈2 hsferred by the Company to its a semay be necessary for our	eld in The Central Clearing and Settlement Sy ss to receive Corporate Communications. , 已透過香港中央結算有限公司不時向公 ectly completed will be void. <i>環算不正確, 則太回條將會作廢。</i> ns given on this Reply Form. ts issued or to be issued by the Company for 你的持有人參照或採取行動的任何文件, in the Personal Data (Privacy) Ordinance, Chr 應) 條例) (「《私隐條例》」) 中「 with the Company's electronic dissemination of npany may not be able to process your instruc 公司通訊的事宜上。 閣下是自願向公言 subsidiaries, the Share Registrar, and/or oth verification and record purposes.	簽名: Date: 日期: stem (CCASS) an 司發出通知,表 dthe information or 其中包括但不際 apter 486 of the La 圈人資料」的涵 f Corporate Comm tions and/or reque J提供個人資料 er companies or b	d who has notified the Company from time to time through Ho 经示欲收取公司通訊。 action of holders of any of its securities, including but not limit 我好年報、中期報告、會議通告、通函及代表委任表格。 ws of Hong Kong ("PDPO"). 義相同。 unications. Your supply of Personal Data to the Company is on sts as stated in this Reply Form. 。若 閣下未能提供足夠資料,公司可能無法處理 閣 odies for any of the stated purposes, or when it is required to
登記特 Motes 附着 1. "Non- Kong 2. Pleas 3. Any F 4. For th 年本 volumes No. (i) "Person PERSON (ii) "Person (iii) Yoo 図在 (iii) Yoo (iv) Yoi	「有人姓名: umber: 読碼: 注: registered Holder' means such person or Securities Clearing Company Limited that 登記序有人」指股份存成於中央結算 医口的目をall yout details Clearly. 器门清楚填妥所有資料。 Reply Form with no box marked (*), with n 本回緣未有方格/的對上 (*) 號, te avoidance of doubt, the Company does 序凝,在五回緣上的任何類外指示, is otherwise specified, Corporate Commun annual report, interim report, notice of me 男有註明,公司通訊乃指公司已袭出 AL INFORMATION COLLECTION STATEM srsonal Data' in this statement has the sam 聲明中所指的「個人資料」與香港注。 ur Personal Data provided in this Reply Fc untary basis. In case of a failure to provide 下於本回條所提供的個人資料將用於 本回條上所述的指示及过或要求。 ur Personal Data may be disclosed or tar by law and will be retained for such perior 司可就任何所說明的用途或在法例規 料作核實入紀證驗用途。 un have the right to request access to and/o	company whose shares are he such person or company wishe 及交收系統的人士或公司, o signature or otherwise incorr 或未有簽署、或在其他方面 not accept any other instruction 公司將不予處理。 ications refer to any document eting, circular and proxy form. 或將予發出以供其任何證炎 IENT 收集個人資料聲明 he meaning as "personal data" MpF 486 查《個人資料 年 mwill be used in connection v s sufficient information, the Con 有關公司以電子方式發佈2 hsferred by the Company to its as may be necessary for our 定的情況下,將 閣下的值 r correction of your Personal Di	eld in The Central Clearing and Settlement Sy so to receive Corporate Communications. , 已透過香港中央結算有限公司不時向公 ectly completed will be void. <i>计填寫不正確, 則本回條將會作廢。</i> ns given on this Reply Form. ts issued or to be issued by the Company for 你的持有人參照或採取行動的任何文件, in the Personal Data (Privacy) Ordinance, Che 、應) 條例〉(「《私隐條例》」) 中「 with the Company's electronic dissemination of npany may not be able to process your instruc- valiant的事宜上。 閣下是自願向公言 subsidiaries, the Share Registrar, and/or oth verification and record purposes. 個人資料披露或轉移給公司的附屬公司、 ata in accordance with the provisions of the PI	簽名: Date: 日期: stem (CCASS) an 司發出通知,表 dbf df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df df d	d who has notified the Company from time to time through Hot 医示欲收取公司通訊。 action of holders of any of its securities, including but not limite 或好车報、中期報告、會議通告、通函及代表委任表格。 ws of Hong Kong ("PDPO"). 義相同。 nunications. Your supply of Personal Data to the Company is on ists as stated in this Reply Form. 。若 閣下未能提供足夠資料,公司可能無法處理 閣 odies for any of the stated purposes, or when it is required to 處、及/或其他公司或團體,並將在適當期間保留該等個, quest for access to and/or correction of your Personal Data shou
登記特 Notes 附着 1. "Non- Kong (非 2. Pleas 3. Any F在 4. For th 定 本本 PERSON(i) "Pe 本本 (ii) Yoo 公資で (iv) Yoo PE (iv) Yoo PE (iv) Yoo	「有人姓名: umber: 読碼: 注: registered Holder" means such person or Securities Clearing Company Limited that 登記持有人」指股份存放於中央結算 the complete all your details clearly. 間下清楚瓊所有育好。 Reply Form with no box marked (), with n<br 本回條未有在方格内劃上()號, the avoidance of doubt, the Company does 存疑,在本回條上的任何額外指示, the avoidance of doubt, the Company does 存疑,在本回條上的任何額外指示, the avoidance of doubt, the Company does 存疑,在本回條上的任何額外指示, the avoidance of doubt, the Company does 方能, 在本回條上的任何前外指示, s otherwise specified, Corporate Commun annual report, interim report, notice of me 另有註明, 公司通訊乃指公司已發始 AL INFORMATION COLLECTION STATEM AL INFORMATION COLLECTION STATEM AL INFORMATION COLLECTION STATEM AL INFORMATION COLLECTION STATEM LITPersonal Data may be disclosed or tran by law and will be retained for such periors 司可說任何所說明的用達或在法例規 Netwing, by mail to the Hong Ko vaevOfficer@computershare.com.hk.	company whose shares are he such person or company wishe 发交收系統的人士或公司, o signature or otherwise incorr <i>或未有簽署、或在其他方面</i> not accept any other instructio 公司將不于遙理。 licitations refer to any document eeting, circular and proxy form. <i>或將子發出以供其任何證</i> ENT 收集個人資料聲明 ne meaning as "personal data" 例第 486章 《個人資料4種 明本 es ufficient information, the Con 有關公司以電子方式發佈2 steffered by the Company to its d as may be necessary for our 定的情况下,將 閣下的師 r correction of your Personal Di ng Privacy Officer of the 及/或修改 閣下的個人資料	eld in The Central Clearing and Settlement Sy is to receive Corporate Communications. · 已透過香港中央結算有限公司不時向公 ectly completed will be void. <i>订填寫不正確,則本回條將會作廢。</i> ns given on this Reply Form. Its issued or to be issued by the Company for 序的持有人參照或採取行動的任何文件, in the Personal Data (Privacy) Ordinance, Cha 隐)條例)(「《私隐條例》」)中「 with the Company's electronic dissemination or chargeny may not be able to process your instruc 公司通訊的事宜上。 閣下是自願向公室 subsidiaries, the Share Registrar, and/or oth verification and record purposes. al 人資料妆露或轉移給公司的时關公司、 ata in accordance with the provisions of the PI Share Registrar at 17M Floor, Hopewell 科。任何該等查閱及/或修改個人資料的7	簽名 : Date: 日期: stem (CCASS) an <i>司發出通知,表</i> the information or <i>其中包括但不降</i> 有Corporate Comm itons and/or reque 別提供個人資料。的涵 f Corporate Comm 別提供個人資料 er companies or b 股份過戶登記成 DPO. Any such reo Centre, 183 Qu	d who has notified the Company from time to time through Ho. 医示欲收取公司通訊。 action of holders of any of its securities, including but not limit 或於年報、中期報告、會議通告、通函及代表委任表格。 ws of Hong Kong ("PDPO"). 養相同。 unications. Your supply of Personal Data to the Company is on sets as stated in this Reply Form. 。若 閣下未能提供足夠資料,公司可能無法處理 閣 odies for any of the stated purposes, or when it is required to 能、及/或其他公司或團體,並將在適當期間保留該等個