



## 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

29 April 2025

Dear Non-registered Holder <sup>(Note 1)</sup>,

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

**Notice of Publication of 2024 Annual Report (the "Current Corporate Communication") and Environmental, Social and Governance Report (the "ESG Report")**

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at [www.jinmaowwy.com](http://www.jinmaowwy.com) and the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) (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 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk).

#### Arrangement of Electronic Dissemination of Corporate Communications <sup>(Note 2)</sup>

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 [JinmaoServices.ecom@computershare.com.hk](mailto: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.

**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 [www.jinmaowwy.com](http://www.jinmaowwy.com) and the HKEX's website at [www.hkexnews.hk](http://www.hkexnews.hk). 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 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk).

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**  
**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.



## REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited  
(the "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  
(「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 Holder <sup>(Notes 1)</sup>, 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 address or email address to your Intermediaries.

作為非登記持有人 <sup>(附註 1)</sup>，如有意根據《上市規則》收取公司通訊\*，閣下應聯絡閣下持有股份的銀行、經紀、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地址或電子郵件地址。

## Request 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"): Jinmao Property Services Co., Limited (Stock Code : 816)

上市公司（「公司」）名稱：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 applicable.)

(如適用，請在以下方格內劃上「✓」號。)

(This instruction is valid up to the time when the Company publishes its next annual report in the following year.)

(本指示將直至公司於翌年刊發下一份年報為止之前有效。)



Printed English version  
英文印刷本



Printed Chinese version  
中文印刷本



Both the printed English and Chinese versions  
英文及中文印刷本

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

非登記持有人姓名：

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：

1. "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.

「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，已透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。

2. Please complete all your details clearly.

請閣下清楚填寫所有資料。

3. Any Reply Form with no box marked (✓), 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。

4. 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。

\* Unless otherwise specified, 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.

除非另有註明，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

(i) "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。

(ii) 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佈公司通訊的事宜上。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。

(iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the 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公司的附屬公司、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。

(iv) 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 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 Reply 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。