

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 May 2025

Dear Registered Holder,

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

<u>Notice of Publication of Circular containing Notice of Annual General Meeting together with the relevant Form of Proxy (the "Current Corporate Communication")</u>

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 Friday, 20 June 2025 at 4:00 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 183 (putershare Hong Kong Investor So "Share Registrar") Floor, Hopewell Centre Queen's Road East, Wanchai, H ONLY ONE of the options below)			····	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	
•	中只選擇其中一項)					
Option 1 選項 1	Provide your email address dissemination by scanning you	•				Personalized QR Code <u>專屬二維碼</u>
	You are NOT required to return t如選擇了選項 1, 閣下 無	his Reply Form if you choos 夏交回本回條。	e Option 1.			
Option 2 選項 2 Name of secur	(the "Company") via electronic	dissemination	地址,以確保收到以 Name of th Jinmao Pr	下上市公司(e listed company operty Services	rate Communications of the communications o	
Email address	電郵地址: (Notes 3/ 附註 3)					
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. (Please mark "√" in the below box if applicable) 選項3 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。 (知度 5) (如適用,請在以下方格内劃上「✓」號)						
	Printed English version 英文印刷本	Printed 中文印	Chinese version 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:	
請清差填案 2. Any Reply Forn 任何回線方。 3. If the Company 如公司沒有。 4. If you provide to 幼 简下建造 5. If you mark ** 4. If you mark ** Unless otherw report, notice e 原非另有註典	te all your details clearly. If your shares are h 图下之所有資料。如屬縣名股東,則本加 with no signature or otherwise incorrectly or 片資醫學或生產地方面讓另下正確,則本 does not receive a functional email address in 效到 图下的有效電子郵件地址,图下 more than one email address by QR code, ema 豐二雜廳、電影、回縣反成其他方式提供 "加 the box in Option 3, no email address will 理資子形分類上"),變,將不會有量 noe of doubt the Company does not accept an 在三個餘上的任何額外指示,公司將不升 ise specified. Corporate Communications refe fi meeting, circular and proxy for 例 ,公司總訊分指公司已發出或將升發出	即條須由所有購名股東聯合簽署 pleted will be void. 可條將會作廢。 your reply, you will be unable to rec 持無法收到有關發佈公司通訊的 多於一個的電子郵件地址,只有 be registered and only Copprate C 事所护址接營記,只有公司通 y other instructions given on this Re 管理。 to any documents issued or to be 以供其任何證券的持有人參照或	,方為有效。 ceive notifications regarding the j 通知。 MT·最後提供的電子郵件 所以使用 atest one email address MT·最後提供的電子郵件 MH的印刷版會被收取。 ply Form. issued by the Company for the	publication of Corporat provided will be regist 並址將會被用於登讀 Il be received. information or action	tered.	
(i) *Personal Data 本學甲中所指 (ii) Your Personal in the Compan 關下於本回前 (iii) Your Personal period as may 公司可就任斥 (iv) You have the by mail to the	MATION COLLECTION STATEMENT 收集個人 "In this statement has the same meaning as" in the statement has the same meaning as" in the statement has the same meaning as" in the statement of the stateme	ersonal data* in the Personal Data (L) 資料 (私險) 條例) (「) (1) connection with, including but not it is on a voluntary basis. In case of 內靜學之可以電子方式發佈公司) (或要求。 mpany to its subsidiaries, the Shar proses. F 閣下的個人資料按露或轉移。 of your Personal Data in accor istar at 17M Floor, Hopewell CF FD (M C) 存储,任何数等百贯及FD (M C) (FD (M C) (FD (M C) (M	a failure to provide sufficient into 通訊*及就 閣下持有的公司 e Registrar, and/or other compar	rmation, the Company 證券有關的其他事章 nies or bodies for any	r may not be able to process your instruction 宜上與 閣下聯絡。 閣下是自願向公司 of the stated purposes, or when it is require	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 d to do so by law and will be retained for such

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