# 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

(Please **choose ONLY ONE** of the options below)
(請從以下選項中**只選擇其中一項**)

**Option 1** **Provide your email address for receipt of future Corporate Communications* of the Company via electronic dissemination by scanning your personalized QR code**

**Personalized QR Code**
**專屬二維碼**

**選項 1** **掃瞄 閣下專屬二維碼提供 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 this Reply Form if you choose Option 1.
如選擇了選項 1， 閣下**無須**交回本回條。

**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**

**選項 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)**
**金茂物業服務發展股份有限公司（股票代號 : 816）**

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.** *(Notes 5)* (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。** *(附註 5)* （如適用，請在以下方格內劃上「✓」號）

☐ **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

**Signature(s):** *(Notes 1)*
**簽名：** *（附註 1）*

**Contact number:**
**聯絡電話號碼：**

**Date:**
**日期：**

*Notes 附註：*

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.*
   *請清楚填妥 閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。*
2. *Any Reply Form with no signature or otherwise incorrectly completed will be void.*
   *任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。*
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.*
   *如公司沒有收到 閣下的有效電子郵件地址， 閣下將無法收到有關發佈公司通訊的通知。*
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 provided will be registered.*
   *如 閣下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址，只有 閣下最後提供的電子郵件地址將會被用於登記。*
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 閣下在選項 3 方格內劃上「✓」號，將不會有電子郵件地址被登記，只有公司通訊的印刷版會被收取。*
6. *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, including but not limited to, the Company's electronic dissemination of Corporate Communications* and to liaise with you on other matters relating to your holdings in the Company. 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 instruction and/or request as stated in this Reply Form.
閣下於本回條所提供的個人資料將用於(包括但不限於)有關公司以電子方式發佈公司通訊*及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。 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.
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。

**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。**