

# 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: 00816)

### PROCEDURES FOR SHAREHOLDERS TO PROPOSE A PERSON FOR ELECTION AS A DIRECTOR

(Adopted by the board of directors  
of the Company on February 18, 2022)

#### 1. Provisions in the Company's Articles of Association

1.1. The provisions for a shareholder of Jinmao Property Services Co., Limited (the “**Company**”) to propose a person for election as a director of the Company (the “**Director**”) are laid down in Article 79 of the Company's Article of Association.

1.2. Article 79 is set out below:

- (1) *Subject to these Articles, the Company may by ordinary resolution appoint any person to be a Director, either to fill a casual vacancy or as an additional Director.*
- (2) *No person (other than a Director retiring in accordance with these Articles) shall be appointed or re-appointed a Director at any general meeting under paragraph (1) above unless:*
  - (a) *he is recommended by the Board; or*
  - (b) *he is nominated by notice in writing by a member (other than the person to be proposed) entitled to attend and vote at the meeting, and such notice of nomination shall be given to the Company Secretary at the Office during a period of not less than seven days, commencing no earlier than the day after the despatch of the notice of such meeting and ending no later than seven days prior to the date fixed for such meeting (or a longer period as may be determined and announced by the Board from time to time) and the notice of nomination shall be accompanied by a notice signed by the proposed candidate indicating his willingness to be appointed or re-appointed.*

## **2. Requirements under the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “Listing Rules”)**

2.1 Pursuant to Rules 13.70 and 13.74 of the Listing Rules, the Company shall:

- publish an announcement or issue a supplementary circular upon receipt of a notice from a shareholder to propose a person for election as a director at the general meeting where such notice is received by the Company after publication of the notice of general meeting;
- include in the announcement or supplementary circular the details required under Rule 13.51(2) of such person proposed to be elected as a director;
- give shareholders at least seven days to consider the relevant information disclosed in the announcement or supplementary circular prior to the date of the meeting of the election; and
- assess whether or not it is necessary to adjourn the meeting of the election to give shareholders a longer period of at least 10 business days to consider the relevant information disclosed in the announcement or supplementary circular.

## **3. Procedures for Shareholders to Propose a Person for Election as a Director**

3.1 If a shareholder of the Company wishes to propose a person (the “**Candidate**”) for election as a Director at a general meeting, he/she shall deposit a written notice (the “**Notice**”) at the registered office of the Company at Rm 4702-03, 47/F, Office Tower Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong.

3.2 The Notice must: (i) include the personal information of the Candidate as required by Rule 13.51(2) of the Listing Rules; (ii) be signed by the shareholder proposing the Candidate for election as a Director; and (iii) be enclosed with a letter signed by the Candidate indicating his/her willingness to be appointed or re-appointed and consent of publication of his/her personal information.

3.3 The Notice shall be given during a period of not less than seven days (or a longer period as may be determined by the Directors from time to time) commencing no earlier than the day after the despatch of the notice of such meeting and ending no later than seven days prior to the date fixed for such meeting.

3.4 In order to allow the Company’s shareholders to have sufficient time to consider the proposal of election of the Candidate as a Director, shareholders who wish to make the proposal are urged to submit and deliver the Notice as early as practicable.