

**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)

20 April 2022

Dear New Registered Shareholder,

**Election of Language and Means of Receipt of Corporate Communication**

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and/or the articles of association of Jinmao Property Services Co., Limited (the “**Company**”), the Company will make available the following options for you to elect for receipt of the corporate communication of the Company (the “**Corporate Communication**”), which 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, in the following manners:

- (1) to read the Corporate Communication published on the Company’s website at [www.jinmaowj.com](http://www.jinmaowj.com) (the “**Website Version**”) in place of receiving printed copies, and receive the Company’s printed notification of the publication of Corporate Communication on its website; or
- (2) to receive the printed English version of all Corporate Communication only; or
- (3) to receive the printed Chinese version of all Corporate Communication only; or
- (4) to receive both the printed English and Chinese versions of all Corporate Communication.

For the purposes of environmental protection and cost saving, the Company recommends you to select the Website Version. To make your election, please mark “**X**” in the appropriate box on the enclosed reply form (the “**Reply Form**”) and sign and return it by post using the mailing label at the bottom of the Reply Form (a stamp is not needed if posted in Hong Kong) or by hand delivery to the Company c/o the Company’s share registrar (“**Share Registrar**”), Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

**If the Company does not receive the duly completed Reply Form or receive a response indicating any objection from you by 18 May 2022, you will be deemed to have consented to receive the Website Version only. A notification of the publication of Corporate Communication will be sent to you by post when the relevant Corporate Communication is published on the Company’s website.**

If you choose to receive the Corporate Communication in printed form, the Company will send the selected language(s) of the Corporate Communication to you unless and until you notify the Company’s Share Registrar in writing or send a notice via email at [jinmaoservices.ecom@computershare.com.hk](mailto:jinmaoservices.ecom@computershare.com.hk) that you wish to receive the Corporate Communication in the other (or both) language(s) or by electronic means through the Company’s website (i.e. the Website Version). You have the right at any time by reasonable notice in writing to the Company c/o the Company’s Share Registrar or using the email at the email address as indicated above specifying your name, address and request, to change the choice of language or means of receipt of the Corporate Communication. Even if you have chosen (or are deemed to have consented) to receive all Corporate Communication using electronic means but for any reason have difficulty in receiving or gaining access to the Corporate Communication, the Company will promptly upon your request send the Corporate Communication to you in printed form free of charge.

Please note that (a) printed copies of the English and Chinese versions of all Corporate Communication will be available from the Company or the Company’s Share Registrar on request; and (b) the same will also be available on the Company’s website at [www.jinmaowj.com](http://www.jinmaowj.com) and the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.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).

By order of the Board  
**Jinmao Property Services Co., Limited**  
**Jiang Nan**  
Chairman

## Reply Form 回條

To: **Jinmao Property Services Co., Limited (the "Company")**  
(Stock Code: 816)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre,  
183 Queen's Road East, Wanchai, Hong Kong

致: **金茂物業服務發展股份有限公司 (「公司」)**  
(股份代號: 816)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive the Corporate Communication\* of the Company (the "Corporate Communication") in the manner as indicated below:

本人/我們希望以下列方式收取公司的公司通訊\* (「公司通訊」):

(Please mark "X" in **ONLY ONE** of the following boxes)

(請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- to read the Corporate Communication published on the Company's website (the "Website Version") in place of receiving printed copies, and receive the Company's printed notification of the publication of Corporate Communication on its website; OR  
瀏覽在公司網站登載的公司通訊 (「網上版本」), 以代替收取印刷本, 並收取公司就其於網站登載公司通訊而發出的通知的印刷本; 或
- to receive the **printed English version** of all Corporate Communication ONLY; OR  
僅收取所有公司通訊的英文印刷本; 或
- to receive the **printed Chinese version** of all Corporate Communication ONLY; OR  
僅收取所有公司通訊的中文印刷本; 或
- to receive **both the printed English and Chinese versions** of all Corporate Communication.  
同時收取所有公司通訊的英文及中文印刷本。

Signature:

簽名:

Contact telephone number:

聯絡電話號碼:

Date:

日期:

Notes:

附註:

- Please complete all your details clearly.  
請閣下清楚填寫所有資料。
  - If the Company does not receive this Reply Form or receive a response indicating any objection from you by 18 May 2022, you will be deemed to have consented to receive the Website Version only. All future Corporate Communication will be sent out in the manner specified in the Company's letter dated 20 April 2022 and a notification of the publication of Corporate Communication will be sent to you by post when the relevant Corporate Communication is published on the Company's website.  
倘若公司於 2022 年 5 月 18 日仍未收到閣下的回條或表示反對的回覆, 閣下將被視為已同意僅以網上版本方式收取公司通訊, 而公司將按 2022 年 4 月 20 日之公司函件內所述之方式寄發所有日後公司通訊, 及在公司通訊登載於公司網站後向閣下以郵遞方式發送公司通訊的刊發通知。
  - By selecting the Website Version i.e. to read the Corporate Communication published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communication in printed form.  
在選擇網上版本 (即瀏覽在公司網站登載的公司通訊) 以代替收取印刷本後, 閣下已明示同意放棄收取公司通訊印刷本的權利。
  - If your shares are held in joint names, the Shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this Reply Form in order to be valid.  
如屬聯名股東, 則本回條須由該名於公司股東名冊上就聯名持有股份其姓名位列首位的股東簽署, 方為有效。
  - The above instruction will apply to all future Corporate Communication to be sent to Shareholders of the Company until you notify otherwise by reasonable notice in writing to the Company's Share Registrar, Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or send a notice to the Company's email at [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk).  
上述指示適用於將來寄發予公司股東之所有公司通訊, 直至閣下發出合理書面通知予公司股份過戶登記處, 香港中央證券登記有限公司, 地址為香港灣仔皇后大道東 183 號合和中心 17M 樓, 或把通知以電郵方式發送至 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk) 予公司另作選擇為止。
  - Shareholders are entitled to change the choice of language or means of receipt of the Corporate Communication at any time by reasonable notice in writing to the Company's Share Registrar. Such notice may also be sent via email to [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk), specifying your name, address and request.  
股東有權隨時發出合理書面通知予公司股份過戶登記處, 要求更改收取公司通訊之語言版本或收取方式的選擇。股東亦可透過電郵發出更改通知 (註明閣下的姓名、地址及要求), 電郵地址為 [JinmaoServices.ecom@computershare.com.hk](mailto:JinmaoServices.ecom@computershare.com.hk)。
  - For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.  
為免存疑, 任何在本回條上的額外指示, 公司將不予處理。
- \* Corporate Communication means any document issued or to be issued by the Company for the information and 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.
- \* 公司通訊乃指公司發出或將予發出以供其任何證券持有人參照或採取行動的任何文件, 其中包括但不限於: (a) 年報, 包括董事報告、公司的年度賬目連同核數師報告及(如適用)財務摘要報告; (b) 中期報告及(如適用)中期摘要報告; (c) 會議通告; (d) 上市文件; (e) 通函; 及(f) 委任代表表格。

## Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited  
香港中央證券登記有限公司

Freeport 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 form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回此表格時, 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。

## Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)