



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

14 May 2024

Dear Registered Holder,

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

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

Please note that the Company's Annual General Meeting will be held at 6F, YouAn International Tower, Unit 2, Xitheyong Middle Avenue, Fengtai District, Beijing, the PRC on Wednesday, 5 June 2024 at 2:00 p.m.

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at www.jinmaowwy.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.

