



碧桂園服務  
COUNTRY GARDEN SERVICES

## COUNTRY GARDEN SERVICES HOLDINGS COMPANY LIMITED

### 碧桂園服務控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號：6098)

14 March 2024

Dear Non-registered Shareholder,

#### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") effective from 31 December 2023, Country Garden Services Holdings Company Limited (the "Company") has adopted new arrangement to disseminate corporate communications ("Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except by request. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at [www.bgyfw.com](http://www.bgyfw.com) and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at [www.hkexnews.hk](http://www.hkexnews.hk) (the "Website Version") in place of printed copies.

**A notice of publication of the Website Version of a Corporate Communication, in both English and Chinese, will be sent by the Company to you by email or by post, only if your email address or postal address (as the case may be) are provided to the Company by your banks, brokers, custodians, nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries"). In support of electronic communication by email, non-registered shareholders are recommended to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to you, and you will need to proactively check the website of the Company and the website of the Stock Exchange to keep up with publication of Corporate Communications.**

We encourage you to access Corporate Communications of the Company in electronic form on the Company's website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company's branch share registrar in Hong Kong (the "Share Registrar"), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to [cgservices-ecom@hk.tricorglobal.com](mailto:cgservices-ecom@hk.tricorglobal.com). Please note that the hardcopy request will be valid until the instruction has been revoked or superseded or until the time when the Company publishes its next annual report in the following year (whichever is earlier). Further request in writing will be required if a non-registered shareholder prefers to continue receiving hard copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Share Registrar's telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to [cgservices-ecom@hk.tricorglobal.com](mailto:cgservices-ecom@hk.tricorglobal.com).

Yours faithfully,  
For and on behalf of  
**Country Garden Services Holdings Company Limited**  
**XU Binhuai**  
President and Executive Director

*Note: Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.*

各位非登記股東：

#### 以電子方式發布公司通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)，碧桂園服務控股有限公司(「本公司」)採納有關向其非登記股東發佈日後所有公司通訊的新安排。所有公司通訊均透過本公司網站([www.bgyfw.com](http://www.bgyfw.com))及聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))(「網站版本」)以電子方式向非登記股東提供並僅會於個別非登記股東要求時才向其發送印刷本。閣下可於本公司網站[www.bgyfw.com](http://www.bgyfw.com)及聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)瀏覽本公司的中、英文版本公司通訊的網站版本。

本公司將透過電子郵件方式或郵寄方式(僅於閣下持有股份的銀行、經紀人、託管人、代理人或香港中央結算(代理人)有限公司(統稱「中介機構」)向本公司提供閣下的電郵地址或郵寄地址的情況下)向閣下發出發布公司通訊網站版本的登載通知(包括英文及中文版本)。為了可透過電郵進行電子通訊，建議非登記股東向其中介機構提供其有效的電郵地址。如本公司沒有收到閣下的中介機構透過香港中央結算(代理人)有限公司提供閣下的有效的電郵地址或郵寄地址，本公司將不會向閣下發送登載通知，而閣下則需要主動查看本公司網站及聯交所網站以留意公司通訊的發佈。

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的公司通訊。若閣下希望收取日後公司通訊之印刷版，請填妥本函背頁之申請表格並交回本公司的香港股份過戶登記分處(「股份過戶登記處」)卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至[cgservices-ecom@hk.tricorglobal.com](mailto:cgservices-ecom@hk.tricorglobal.com)。請注意，非登記股東的印刷版本要求將一直有效，直至該指令被撤銷或取代，或直至本公司於下一年度刊發下一份年報為止(以較早者為準)。若非登記股東希望繼續收到日後公司通訊的印刷本，則需要再作書面要求。

如閣下對本函內容有任何疑問，請致電股份過戶登記處電話熱線(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午9時正至下午6時正，或電郵至[cgservices-ecom@hk.tricorglobal.com](mailto:cgservices-ecom@hk.tricorglobal.com)。

代表  
碧桂園服務控股有限公司  
徐彬淮  
總裁兼執行董事  
謹啓

2024年3月14日

附註：公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於(a)董事會報告，公司年度帳目連同核數師報告以及(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)季度報告(如有)；(d)會議通告；(e)上市文件；(f)通函；及(g)代表委任表格。

Non-registered Shareholder's information (English name and Address):  
非登記股東資料 (英文姓名及地址) :

## REQUEST FORM 申請表格

To: **Country Garden Services Holdings Company Limited**  
(Stock Code: 6098) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致: 碧桂園服務控股有限公司  
(股份代號: 6098) (「本公司」)  
經卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

### REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications<sup>(1)</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據《上市規則》收取公司通訊<sup>(1)</sup>，閣下應聯絡閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive future Corporate Communications<sup>(1)</sup> in printed copy of the Company.

本人/吾等要求索取本公司今後刊發之公司通訊<sup>(1)</sup>之印刷本。

(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 receive by mail the **printed Chinese version** of all Corporate Communications; OR  
以郵寄收取所有公司通訊之中文版印刷本；或
- to receive by mail the **printed English version** of all Corporate Communications; OR  
以郵寄收取所有公司通訊之英文版印刷本；或
- to receive by mail **both the printed Chinese and English versions** of all Corporate Communications.  
以郵寄收取所有公司通訊之中、英文版印刷本。

Signature:

簽署:

Date:

日期:

Name:

姓名:

Contact Phone Number:

聯絡電話:

(English/英文)

(in block letters 請以正楷填寫)

Postal Address:

郵寄地址:

Notes 附註:

- "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, including but not limited to: (a) the directors' report, its annual accounts together with a copy of the auditors' 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; and (e) a circular; and (f) a proxy form.  
「公司通訊」指由本公司發出或將予發出以供本公司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：(a)董事會報告、年度賬目連同核數師報告及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)會議通告；(d)上市文件；及(e)通函；及(f)代表委任表格。
- By completing and returning this Request Form to request for the printed copy of the Current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當閣下填寫及寄回此申請表格以索取刊發之本公司通訊印刷本後，即表示閣下確認擬收取本公司日後刊發的所有公司通訊的印刷本。
- This request will be valid until the instruction has been revoked or superseded or until the time when the Company publishes its next annual report in the following year (whichever is earlier). Further request in writing will be required if Shareholder prefers to continue receiving printed copy of future Corporate Communications.  
此請求將一直有效，直至該指令被撤銷或取代，或直至本公司於下一年度刊發年報為止（以較早者為準）。如果股東希望繼續收到日後的公司通訊的印刷本，則需要做進一步書面請求。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

本聲明中所指的「個人資料」具有香港法例第 486 章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱，聯絡電話號碼，電子郵箱地址和郵寄地址。

閣下是自願向本公司提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

經郵寄: 個人資料私隱主任  
卓佳證券登記有限公司  
香港夏愨道16號  
遠東金融中心17樓

By email to: is-enquiries@hk.tricorglobal.com

經電郵: is-enquiries@hk.tricorglobal.com

### Mailing Label 郵寄標籤

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，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。

Tricor Investor Services Limited  
卓佳證券登記有限公司

Freepost No. 簡便回郵號碼: 10 GPO  
Hong Kong 香港

