



碧桂园服务
COUNTRY GARDEN SERVICES

COUNTRY GARDEN SERVICES HOLDINGS COMPANY LIMITED

碧桂园服务控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 6098)

ELECTION OF LANGUAGE AND MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS AND ACTIONABLE CORPORATE COMMUNICATIONS

14 March 2024

Dear Registered Shareholders,

Election of Language and Means of Receipt of Corporate Communications and Actionable Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and the articles of association of Country Garden Services Holdings Company Limited (the “Company”), the Company will disseminate future corporate communications (the “Corporate Communications”), which means 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, (i) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (ii) the interim report and, where applicable, its summary interim report; (iii) a notice of meeting; (iv) a listing document; (v) a circular; and (vi) a proxy form to you electronically. Please refer to (a) the online versions to be published on the Company's website and the website of the Stock Exchange for all Corporate Communications (a notification of the publication of Corporate Communications will be sent to you by email or by post on the publication date of the Corporate Communications (only if the Company does not possess a functional email address of a shareholder of the Company (the “Shareholder(s)”)); or (b) the electronic form of actionable corporate communications (the “Actionable Corporate Communications”) to be received by email (as the case may be) (the “Electronic Version”), which means any Corporate Communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as the Shareholders.

You are therefore requested to provide your email address in the enclosed reply form (the “Reply Form”). If no functional email address is provided by you in the Reply Form, the Company will send you such notification of the publication of Corporate Communications in printed form, until such time when you have provided a functional email address to the Company for receiving the same. In cases of Actionable Corporate Communications, if the Company does not possess the email address of a Shareholder or the email address provided is not functional, the Company will send the Actionable Corporate Communications in printed form together with a Request Form for soliciting your functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future. You are reminded to use legible handwriting if you are filling in your email address in a paper form using handwriting.

Alternatively, if you wish (a) to receive the printed English version ONLY for all future Corporate Communications and Actionable Corporate Communications by mail; or (b) to receive the printed Chinese version ONLY for all future Corporate Communications and Actionable Corporate Communications by mail; or (c) to receive both the printed English and Chinese versions of all future Corporate Communications and Actionable Corporate Communications (up to the time when the Company publishes its annual report in the following year) by mail, please complete the Reply Form and send it to the Company c/o the Company's Hong Kong branch share registrar and transfer office (the “Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

To make your election, please mark “X” in the appropriate box on 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; otherwise, please affix an appropriate stamp), or delivery to the Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

You are entitled to change the choice of language and/or means of receipt of the Corporate Communications and Actionable Corporate Communications at any time by notice in writing to the Share Registrar or by email to the Company at cgservices-ecom@hk.tricorglobal.com. If you have elected (or are deemed to have consented) to receive the Electronic Version of the Corporate Communications, and if for any reason, you have difficulty in accessing the Corporate Communications and Actionable Corporate Communications via the Company's website, or have failed to receive the Actionable Corporate Communications by email the Company or the Share Registrar will upon your request, promptly send the requested Corporate Communications and Actionable Corporate Communications to you in printed form free of charge.

Your request for the printed copy of future Corporate Communications and Actionable Corporate Communications issued by the Company will remain valid until the instruction has been revoked or superseded or until the time when the Company publishes its annual report in the following year (whichever is earlier). If you wish to continue receiving printed copies of future Corporate Communications and Actionable Corporate Communications, you should complete and submit a new Reply Form to the Share Registrar.

Please note that (a) printed copies of the Chinese and English versions of all the Corporate Communications and Actionable Corporate Communications will be available from the Company or the Share Registrar upon request; and (b) the Electronic Version of all the Corporate Communications and Actionable Corporate Communications in both Chinese and English will be available on the Company's website at <http://www.bgyfw.com> and the website of the Stock Exchange at <http://www.hkexnews.hk>.

Should you have any queries in relation to this letter, please call the Enquiry Hotline of the Share Registrar at (852) 2980 1333 during business hours (from 9:00 a.m. to 5:30 p.m., Monday to Friday, excluding Hong Kong public holidays).

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

Reply Form for Provision of Email Address and/or Request for Printed Copy of Corporate Communications* and Actionable Corporate Communications^
提供電郵地址及/或要求提供公司通訊*和可採取行動的公司通訊^的印刷本回條

To: **Country Garden Services Holdings Company Limited (the "Company")**
(Stock Code: 6098)
c/o Hong Kong Branch Share Registrar
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(「本公司」)
(股份代號: 6098)
經香港股份過戶登記分處
卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓

Information of Shareholders:

股東資料:
Name(s) (in English) : _____
名稱(英文) : _____
Name(s) (in Chinese) : _____
名稱(中文) : _____
Email address : _____
電郵地址 : _____
Email address (re-write) : _____
電郵地址(再次填寫) : _____
Contact telephone number: _____
聯絡電話號碼 : _____
Signature : _____
簽署 : _____

(Please provide the email address in English Capital Letters and the email address provided is used for the purpose of receiving (i) all email notifications of the availability of the Corporate Communications on the website of the Company; and (ii) all future Actionable Corporate Communications in electronic form from the Company. If no email address is provided or the email address provided by you is not functional, (i) a printed notification letter of the availability of the Corporate Communications on the website of the Company; and (ii) all future Actionable Corporate Communications will be sent to you by post at your address as appearing in the Company's register of members.)
(請以英文正楷填寫電郵地址,有關電郵地址將用作接收(i)有關公司通訊已在本公司網站刊發的所有電郵通知;及(ii)本公司所有日後可採取行動的公司通訊的電子形式。如未有提供電郵地址或提供的電郵並非有效,本公司將透過郵寄方式,按閣下於本公司的股東名冊上所示之地址向該股東寄發(i)公司通訊已在本公司網站刊發的通知函件;及(ii)所有日後可採取行動的公司通訊的印刷本。)

Please mark (X) in **ONLY ONE** of the following boxes (applicable for dissemination arrangement via printed copy):

請在下列方格之中僅標記一項(X) (適用於以印刷本形式收取公司通訊):

- To receive the **printed English version ONLY** for all future Corporate Communications and Actionable Corporate Communications by mail; **OR**
僅以郵寄方式收取所有日後的公司通訊和可採取行動的公司通訊的英文印刷本; 或
- To receive the **printed Chinese version ONLY** for all future Corporate Communications and Actionable Corporate Communications by mail; **OR**
僅以郵寄方式收取所有日後的公司通訊和可採取行動的公司通訊的中文印刷本; 或
- To receive **both the printed English and Chinese versions** of all future Corporate Communications and Actionable Corporate Communications by mail; **OR**
以郵寄方式同時收取所有日後的公司通訊和可採取行動的公司通訊的英文和中文印刷本; 或
- To **cancel** prior request(s), if any, of printed version(s) of all future Corporate Communications and Actionable Corporate Communications. Shareholders will refer to the online versions to be published on the Company's website and the website of the Stock Exchange for all future Corporate Communications or the electronic form of Actionable Corporate Communications to be received by email (as the case may be).
取消之前就收取所有日後的公司通訊和可採取行動的公司通訊印刷本的請求(如有)。股東將瀏覽本公司網站及聯交所網站上刊發的所有日後的公司通訊或通過電郵接收的可採取行動的公司通訊的電子版本(視情況而定)。
- * You are required to fill in the details if you download this Reply Form from the Company's website or The Stock Exchange of Hong Kong Limited's website.
假如閣下從本公司網站或香港聯合交易所有限公司網站下載本回條,請必須填上有關資料。

Notes 附註:

- Please complete all your details clearly.
請清楚填寫所有資料。
- By selecting the Electronic Version (i.e. to read the Corporate Communications published on the Company's website and to receive the Actionable Corporate Communications by email) in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications and Actionable Corporate Communications in printed form.
在選擇電子版本(即瀏覽在本公司網站刊登的公司通訊及以電郵方式收取可採取行動的公司通訊)以代替收取印刷本後,閣下已明示同意放棄收取公司通訊及可採取行動的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 this Reply Form in order to be valid.
如聯名股東,則本回條應由該名於本公司股東名冊上就聯名持有股份姓名位列首位的股東簽署,方為有效。
- The above instruction will apply to all future Corporate Communications and Actionable Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing to the Company's Hong Kong branch share registrar and transfer office (the "Share Registrar"), Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send a notice to the Share Registrar's email at cservices-ecom@hk.tricorglobal.com.
上述指示適用於日後寄發予本公司股東之所有公司通訊及可採取行動的公司通訊,直至閣下以合理書面方式通知本公司之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,或以電郵方式發送至 cservices-ecom@hk.tricorglobal.com 通知股份過戶登記處另作選擇為止。
- Shareholders of the Company are entitled to change their choice of language and/or means of receipt of the Corporate Communications and Actionable Corporate Communications at any time by reasonable notice in writing to the Share Registrar. Such notice may also be sent via email to cservices-ecom@hk.tricorglobal.com specifying your name, address and request.
本公司股東有權隨時以合理書面方式通知股份過戶登記處,要求更改收取公司通訊及可採取行動的公司通訊之語言版本及/或收取方式的選擇。本公司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 cservices-ecom@hk.tricorglobal.com。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.
為免疑義,任何在本回條上的額外指示,本公司將不予處理。
- Corporate communications (the "Corporate Communications"), which means 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, (i) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (ii) the interim report and, where applicable, its summary interim report; (iii) a notice of meeting; (iv) a listing document; (v) a circular; and (vi) a proxy form.
公司通訊(「公司通訊」),即指本公司以電子方式向閣下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(i)董事會報告,公司年度經目達同核數師報告副本以及(如適用)財務摘要報告;(ii)中期報告及(如適用)中期摘要報告;(iii)會議通告;(iv)上市文件;(v)通函;及(vi)代表委任表格。
- Actionable Corporate Communications refer(s) to any Corporate Communication(s) that seek instructions from the shareholders of the Company on how they wish to exercise their rights or make elections as the shareholders of the Company. For the avoidance of doubt, Actionable Corporate Communications do not include notices of general meetings and proxy forms.
可採取行動的公司通訊是指任何涉及要求本公司股東指示其擬如何行使其有關本公司股東權利的公司通訊。為避免疑義,可採取行動的公司通訊不包括股東大會通知和代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT

- 收集個人資料聲明
- (i) "Personal Data" in these statements has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (the "PDPO").
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。
- (ii) Your supply of Personal Data to the Company is on a voluntary basis. Failure to provide sufficient information may result in the Company not being able to process your instructions and/or requests as stated in this Reply Form.
閣下是自願向本公司提供個人資料。若閣下未能提供足夠資料,本公司可能無法處理閣下在本回條上所指示及/或要求。
- (iii) Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, its Share Registrar, and/or other companies or bodies for any of the stated purposes, and for such period as may be necessary for our verification and record purposes.
本公司可視乎何所聲明的用途,將閣下的個人資料披露或轉移給本公司的附屬公司、股份過戶登記處,及/或其他公司或團體,並將有關期間保留該等個人資料作核實及記錄用途。
- (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 to the Data Privacy Officer of Tricor Investor Services Limited at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.
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向卓佳證券登記有限公司的個人資料私隱主任提出,地址為香港夏慤道16號遠東金融中心17樓。

MAILING LABEL 郵寄標籤

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost Number 簡便回郵號碼: 10 GPO
Hong Kong 香港

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

閣下寄回此回條時,請將郵寄標籤剪貼於信封上。
No postage stamp necessary if posted in Hong Kong.
如在本港投寄毋須貼上郵票。