

# 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: 6098)

(股份代號: 6098)

### NOTIFICATION LETTER 通知信函

Dear Shareholder(s),

22 October 2019

**Country Garden Services Holdings Company Limited (the “Company”)**

**Notification of publication of the circular of the Extraordinary General Meeting dated 22 October 2019 (the “Current Corporate Communications”)**

The Chinese and English versions of the Company’s Current Corporate Communications are available on the Company’s website at <http://www.bgyfw.com> and The Stock Exchange of Hong Kong Limited’s website at <http://www.hkexnews.hk> (the “HKEx’s website”) and the arranged printed version(s) of the Current Corporate Communications is/are enclosed (if applicable). You may access the Current Corporate Communications through the Company’s website or the HKEx’s website or by referring to the attached printed version(s) (if applicable).

For shareholders of the Company who have chosen or are deemed to have consented to receive Corporate Communications<sup>(Note)</sup> by electronic means but for any reason you have difficulty in receiving or gaining access to the Current Corporate Communications, or if you want to receive another printed language version of the Current Corporate Communications other than that you have received (if applicable), the Company will promptly upon your request send to you a printed version free of charge. Please make your request to the Company’s Hong Kong branch share registrar and transfer office (the “Share Registrar”), Tricor Investor Services Limited at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong.

Please also note that you are entitled to change your choice of language and/or means of receipt of the Company’s future Corporate Communications by giving reasonable notice in writing or simply completing, signing and returning the Change Request Form on the reverse side to the Share Registrar, using the mailing label at the bottom of the Change Request Form (a stamp is not required if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by email at [cgservices-ecom@hk.tricorglobal.com](mailto:cgservices-ecom@hk.tricorglobal.com).

Should you have any queries relating to any of the above matters, please contact Enquiry Hotline of Tricor Investor Services Limited at (852) 2980 1333 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**  
**LI Changjiang**  
*Executive Director*

*Note: Corporate communication(s) refer to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual reports and summary financial reports (where applicable), interim reports and summary interim reports (where applicable), notices of meeting, listing documents, circulars and forms of proxy.*

致股東：

碧桂園服務控股有限公司(「本公司」)

**刊發日期為2019年10月22日之股東特別大會通函(「本次公司通訊」)之發佈通知**

本公司的本次公司通訊的中、英文版本，現已登載於本公司網站<http://www.bgyfw.com>及香港聯合交易所有限公司網站<http://www.hkexnews.hk>(「聯交所網站」)及本公司已按安排附上本次公司通訊文件之印刷本(如適用)。閣下可在本公司網站或在聯交所網站閱覽本次公司通訊或參考隨附之印刷本(如適用)。

至於已選擇或被視為已選擇收取公司通訊<sup>(附註)</sup>電子版本之本公司股東，若因任何理由無法收取或瀏覽本次公司通訊文件，或閣下欲收取本次公司通訊文件之另一語言印刷本(如適用)，本公司將於收到閣下之要求後，盡快免費寄發一份印刷本予閣下。請將上述要求寄回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，地址為香港皇后大道東183號合和中心54樓。

閣下有權更改選擇收取本公司日後刊發之公司通訊的語言版本及/或收取方式。閣下可發出書面通知(需給予合理時間)或填妥、簽署及交回隨本函背面的更改回條，並使用附載於更改回條底部之郵寄標籤寄回股份過戶登記處(如在香港投寄毋須貼上郵票；否則，請貼上適當的郵票)或透過電郵至[cgservices-ecom@hk.tricorglobal.com](mailto:cgservices-ecom@hk.tricorglobal.com)。

倘閣下對上述事宜有任何查詢，請於星期一至星期五(香港公眾假期除外)上午9時正至下午5時30分致電卓佳證券登記有限公司諮詢熱線，電話號碼為(852) 2980 1333。

代表  
碧桂園服務控股有限公司  
李長江  
執行董事  
謹啟

2019年10月22日

附註：公司通訊指由本公司發出或將予發出以供本公司證券持有人參照或採取行動的任何文件，其中包括但不限於年報及其財務摘要報告(如適用)、中期報告及其中期摘要報告(如適用)、會議通告、上市文件、通函及代表委任表格。

## CHANGE REQUEST FORM 更改申請表格

To: Country Garden Services Holdings Company Limited  
(Stock Code: 6098)  
c/o Hong Kong Branch Share Registrar  
Tricor Investor Services Limited  
Level 54, Hopewell Centre  
183 Queen's Road East, Hong Kong

致: 碧桂園服務控股有限公司  
(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  
香港皇后大道東183號  
合和中心54樓

**(A) To receive printed version of the circular of the Extraordinary General Meeting dated 22 October 2019 and Form of Proxy of Country Garden Services Holdings Company Limited (the "Company") (the "Current Corporate Communications")**

收取碧桂園服務控股有限公司(「本公司」)日期為2019年10月22日之股東特別大會通函及代表委任表格的印刷本(「本次公司通訊」)

I/We have elected (or am/are deemed to have elected) to read the Current Corporate Communications of the Company published on the Company's website but would like to receive:

本人/吾等已選擇(或被視作選擇)瀏覽登載於本公司網站的本次公司通訊,惟欲收取:

(Please mark "X" in the following box) (請在以下空格內劃上「X」號)

a printed version of the above document.

上述文件的印刷本。

**(B) To change the choice of language or means of receiving all future Corporate Communications\***

更改選取所有日後刊發的公司通訊\*之語言版本或收取方式

I/We would like to receive future Corporate Communications of the Company in the manner as indicated below:

本人/吾等希望以下列方式收取本公司日後之公司通訊:

(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 and/or download the Corporate Communications published on the Company's website (the "Website Version") in place of receiving printed copies, and receive a printed notification of the publication of the Corporate Communications on the Company's website; OR

瀏覽及/或下載本公司網站登載之公司通訊(「網上版本」),以代替收取印刷本,並收取本公司網站登載之公司通訊而發出的通知函件之印刷本;或

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。

Name of shareholder\*:

股東姓名\*:

Signature(s):

簽署:

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Shareholder registered address\*:

股東的登記地址\*:

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Contact telephone number:

聯絡電話號碼:

Date:

日期:

\* You are required to fill in the details if you download this Change Request 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更改表格,請必須填上有關資料。

Notes 附註:

1. Please complete all your details clearly.

請清楚填寫所有資料。

2. By selecting the Website Version i.e. to read the Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive the Corporate Communications in printed form.

在選擇網上版本(即瀏覽在本公司網站登載之公司通訊)以代替收取印刷本後,閣下已表明同意放棄收取公司通訊印刷本的權利。

3. 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 Change Request Form in order to be valid.

如屬聯名股東,則本更改表格須由該名於本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。

4. The above instruction will apply to all future 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 Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or send a notice to the Share Registrar's email at [egservices-ecom@hk.tricorglobal.com](mailto:egservices-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,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,地址為香港皇后大道東183號合和中心54樓,或以電郵方式發送至 [egservices-ecom@hk.tricorglobal.com](mailto:egservices-ecom@hk.tricorglobal.com) 通知股份過戶登記處另作選擇為止。

5. Shareholders of the Company are entitled to change their choice of language and/or means of receipt of the Corporate Communications at any time by reasonable notice in writing to the Share Registrar. Such notice may also be sent via email to [egservices-ecom@hk.tricorglobal.com](mailto:egservices-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 [egservices-ecom@hk.tricorglobal.com](mailto:egservices-ecom@hk.tricorglobal.com)。

6. For the avoidance of doubt, the Company does not accept any other instructions given on this Change Request Form.

為免存疑,任何在本更改表格上的額外指示,本公司將不予處理。

\* Corporate Communication(s) refers to any document(s) issued or to be issued by the Company for the information or action of the shareholders of the Company, including but not limited to the annual reports and summary financial reports (where applicable); the interim reports and summary interim reports (where applicable); notices of meeting; listing documents; circulars and forms of proxy.

\* 公司通訊乃指本公司已發出或將予發出以供本公司股東參照或採取行動之任何文件,包括但不限於年度報告及其財務摘要報告(如適用)、中期報告及其中期摘要報告(如適用)、會議通告、上市文件、通函及代表委任表格。

### 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 Change Request 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更改表格上所述的指示及/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 retained for such period as may be necessary for our verification and record purposes.

本公司可就任何所說明的用途,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,並將在適當期間保留該等個人資料作核實及紀錄用途。

(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 Privacy Compliance Officer of Tricor Investor Services Limited at Level 54, Hopewell Centre, 183 Queen's Road East, 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(地址為香港皇后大道東183號合和中心54樓)的私隱事務主任提出。

### MAILING LABEL 郵寄標籤

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

閣下寄回此更改表格時,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。

Tricor Investor Services Limited  
卓佳證券登記有限公司  
Freepost Number 簡便回郵號碼: 37  
Hong Kong 香港