

# 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)

(Stock Code: 6098)

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

11 September 2020

Dear New Registered Shareholders,

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

We are pleased to enclose the Chinese and English versions of the circular of the Extraordinary General Meeting (“EGM”) incorporating Notice of EGM and Form of Proxy of Country Garden Holdings Company Limited (the “Company”).

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 the Company, the Company makes available the following options for you to elect for receipt of its 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 the Company’s securities, including but not limited to (a) the annual reports and summary financial reports (where applicable); (b) the interim reports and summary interim reports (where applicable); (c) notices of meeting; (d) listing documents; (e) circulars; and (f) forms of proxy.

You may elect one of the following options:

Option 1: to read and/or download the Corporate Communications published on the Company’s website at <http://www.bgyfw.com> (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

Option 2: to receive by mail the printed Chinese version of all Corporate Communications; or

Option 3: to receive by mail the printed English version of all Corporate Communications; or

Option 4: to receive by mail both the printed Chinese and English versions of all Corporate Communications.

In order to increase efficiency in communication with shareholders of the Company, and to contribute to environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to select the Website Version. If you choose the Website Version, a notification of the publication of Corporate Communications will be sent to you by post when the relevant Corporate Communications are published on the Company’s website.

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; otherwise, please affix an appropriate stamp), or delivery to the Company c/o 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.

**If the Company does not receive the duly completed Reply Form or receive a response indicating any objection from you by 11 October 2020, you will be deemed to have consented to receiving the Website Version for the Corporate Communications and a notification letter informing you of the posting of the Corporate Communications on the Company’s website will be sent to you in future as and when they are published.**

You are entitled to change the choice of language and/or means of receipt of the 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](mailto:cgservices-ecom@hk.tricorglobal.com). If you have elected (or are deemed to have consented) to receive the Website Version of future Corporate Communications, and if for any reason, you have difficulty in accessing the Corporate Communications via the Company’s website, the Company or the Share Registrar will upon your request, promptly send the requested Corporate Communications to you in printed form free of charge.

Please note that (a) printed copies of the Chinese and English versions of all the Corporate Communications will be available from the Company or the Share Registrar upon request; and (b) the Website Version of all the 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. from 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*

## REPLY FORM 回條

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

I/We would like to receive future Corporate Communications\* (the "Corporate Communications") of Country Garden Services Holdings Company Limited (the "Company") in the manner as indicated below:

本人/吾等希望以下列方式收取碧桂園服務控股有限公司(「本公司」)日後之公司通訊(「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 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**  
以郵寄方式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**  
以郵寄方式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.  
以郵寄方式收取所有公司通訊之中、英文版印刷本。

Name of shareholder<sup>#</sup>:

股東姓名<sup>#</sup>:

Signature(s):

簽署:

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

Shareholder registered address<sup>#</sup>:

股東的登記地址<sup>#</sup>:

(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 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。
- If the Company does not receive this Reply Form or receive a response indicating your objection by 11 October 2020, you are deemed to have elected to receive the Website Version. We will only send to you by post to your address appearing in the register of members of the Company maintained by the Share Registrar (as defined below) the Company's printed notifications when the Corporate Communications are published on the Company's website.  
倘若本公司於2020年10月11日仍未收到閣下的回條或閣下表示反對的回覆, 閣下將被視作選擇收取網上版本。本公司將在公司通訊登載於本公司網站後根據股份過戶登記處(定義見下文)所存閣下股東名稱及地址的資料只郵寄通知函件的印刷本予閣下。  
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 this Reply Form in order to be valid.  
如屬聯名股東, 則本回條須由該名於本公司股東名冊上就聯名持有股份其姓名名列首位的股東簽署, 方為有效。
- 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。
- 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)。
- For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.  
為免存疑, 任何在本回條上的額外指示, 本公司將不予處理。  
Corporate Communication(s) refer 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

- "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。
- 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述的指示及/或要求。
- 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.  
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記錄用途。
- 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 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。

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