



SHIMAO SERVICES HOLDINGS LIMITED

世茂服務控股有限公司

(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：873)

28 April 2023

Dear Non-registered Shareholder(s),

Notification of publication of 2022 Annual Report, Circular dated 28 April 2023 in relation to General Mandates to Issue and Buy Back Shares, Re-election of Retiring Directors, Proposed Amendments to the Existing Amended and Restated Memorandum and Articles of Association, Notice of Annual General Meeting (collectively the “Current Corporate Communications”) and 2022 Sustainability Report

We hereby notify you that the Current Corporate Communications of Shimao Services Holdings Limited (the “Company”), in both English and Chinese versions, is now available on the Company’s website at www.shimaofuwu.com. You may access the Current Corporate Communications under the Investor Relations section of the Company’s website.

If you wish to receive the printed copies of the Current Corporate Communications, please complete the request form (the “Request Form”) (at the back of this letter) and return it to the Company’s branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited by post (using the mailing label provided) or by email at 873-ecom@hk.tricorglobal.com. The printed copies of the Current Corporate Communications will be sent to you free of charge upon receipt of your request.

Please note that by completing and returning the Request Form (at the back of this letter) to request for the printed copies of the Current Corporate Communications to Tricor Investor Services Limited, you will expressly indicate that you prefer to receive all future Corporate Communications^(Note) of the Company in printed form.

Please note that the Company’s 2022 Sustainability Report is published in electronic form only under the Investor Relations section on the Company’s website (www.shimaofuwu.com) and on the HKExnews website (www.hkexnews.hk). If you wish to receive a printed copy of 2022 Sustainability Report, you may submit your request to Tricor Investor Services Limited by post at 17th Floor, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

Should you have any queries relating to this letter, please contact Customer Service Hotline of Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully,

For and on behalf of

Shimao Services Holdings Limited

Hui Sai Tan, Jason

Chairman

Note: Corporate Communication refers 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 report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.

敬啟者：

2022年報、日期為2023年4月28日有關發行及回購股份之一般授權、重選董事、建議修訂現有經修訂及重列的組織章程大綱及細則、股東週年大會通告之通函(統稱「是次公司通訊」)及2022可持續發展報告之發佈通知

世茂服務控股有限公司(「本公司」)現謹通知閣下，本公司是次公司通訊之英文及中文版本，現已登載於本公司網站 www.shimaofuwu.com。閣下現可於本公司網站內「投資者關係」一欄閱覽是次公司通訊。

倘閣下擬收取是次公司通訊的印刷本，請填妥申請表格(「申請表格」)(於本函的背頁)及利用郵寄標籤寄回本公司之股份過戶及登記香港分處卓佳證券登記有限公司或經電郵至 873-ecom@hk.tricorglobal.com。本公司會應閣下的要求，免費發送是次公司通訊的印刷本予閣下。

請注意，當閣下填寫及把申請表格(於本函的背頁)交回卓佳證券登記有限公司以索取是次公司通訊的印刷本後，即明確表示閣下確認擬收取本公司所有日後公司通訊^(附註)之印刷本。

請知悉本公司之2022可持續發展報告僅以電子形式刊載於本公司網站(www.shimaofuwu.com)內「投資者關係」一欄及香港交易所披露易網站(www.hkexnews.hk)。若閣下欲索取本公司之2022可持續發展報告的印刷本，閣下可向卓佳證券登記有限公司提出有關要求，並郵寄至香港夏愨道16號遠東金融中心17樓。

倘閣下對本函有任何疑問，請於星期一至五(香港公眾假期除外)上午9時至下午6時致電卓佳證券登記有限公司客戶服務熱線(852) 2980 1333查詢。

此致

列位非登記股東 台照

代表

世茂服務控股有限公司

主席

許世壇

謹啟

2023年4月28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、財務摘要報告(如適用)、中期報告、中期摘要報告(如適用)、季度報告、會議通告、上市文件及通函。

REQUEST FORM 申請表格

To: **Shimao Services Holdings Limited (the “Company”)** (Stock Code: 873)
c/o Tricor Investor Services Limited
17th Floor, Far East Finance Centre
16 Harcourt Road, Hong Kong

致: **世茂服務控股有限公司 (「本公司」)**
(股份代號: 873)
經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

I/We would like to receive the current and all future Corporate Communications^(Note 1) of the Company in printed form^(Note 2).
本人/吾等要求索取本公司是次及所有日後公司通訊^(附註1)之印刷本^(附註2)。

Name(s) of Non-registered

Shareholder(s):

非登記股東姓名: _____

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

Contact Telephone Number:

聯絡電話號碼: _____

Signature:

簽署: _____

Date:

日期: _____

Notes:

附註:

- Corporate Communication refers 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 report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.
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、財務摘要報告(如適用)、中期報告、中期摘要報告(如適用)、季度報告、會議通告、上市文件及通函。
- By completing and returning this request form to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited by post (using the mailing label as indicated below) or by email at 873-ecom@hk.tricorglobal.com, to request for a printed copy of the above Corporate Communication, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed form.
當閣下填寫及把此申請表格寄回本公司之股份過戶及登記香港分處卓佳證券登記有限公司(按下述之指示使用郵寄標籤)或經電郵至873-ecom@hk.tricorglobal.com，以索取上述公司通訊的印刷本後，即明確表示閣下確認擬收取本公司所有日後公司通訊之印刷本。

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

No postage stamp is required for local mailing.

當閣下寄回此表格時，請將此郵寄標籤剪貼於信封上。
如在本港投寄，則毋須貼上郵票。

Mailing Label 郵寄標籤

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
Shimao Services Holdings Limited
世茂服務控股有限公司
(873)