

SUNAC 融創服務
SUNAC SERVICES HOLDINGS LIMITED
(Incorporated in the Cayman Islands with limited liability)
(Stock Code: 01516)

27 September 2023

Dear Shareholders,

Election of Means of Receipt and Language of Corporate Communications

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the articles of association of Sunac Services Holdings Limited (“**Company**”), the Company will make available the following options for you to elect for receipt of future corporate communications (“**Corporate Communications**”) of the Company, which means any document(s) issued or to be issued by the Company for the information or action of any holders of its 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, in the following manners:

- (1) to read all future Corporate Communications published on the Company’s website at www.sunacservice.com (“**Website Version**”) in place of receiving printed copies, and receive a printed notification letter of the publication of the Corporate Communications on the Company’s website; or
- (2) to receive the printed English version of all future Corporate Communications only; or
- (3) to receive the printed Chinese version of all future Corporate Communications only; or
- (4) to receive both the printed English and Chinese versions of all future Corporate Communications.

In order to save costs and protect the environment, the Company recommends you to select the Website Version option. To make your election, please mark “**X**” in the appropriate box on the enclosed Reply Form and sign and return it to the Hong Kong branch share registrar of the Company (“**Hong Kong Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If you post your Reply Form in Hong Kong, you may use the mailing label in the Reply Form and need not to affix a stamp when returning your Reply Form. Otherwise, please affix an appropriate stamp.

If the Company does not receive the enclosed Reply Form or a response indicating the objection from you by 25 October 2023, you will be deemed to have consented to receiving the Website Version of all future Corporate Communications and a printed notification letter of the publication of the Corporate Communications on the Company’s website will be sent to you in the future.

You are entitled at any time by reasonable notice in writing to the Company c/o the Hong Kong Share Registrar or by sending an email to sunacservices.ecom@computershare.com.hk to change the means of receipt and/or choice of language of the Corporate Communications. Even if you have chosen (or are deemed to have consented) to receive the Website Version of all future Corporate Communications, if for any reasons, have difficulty in receiving or gaining access to the Corporate Communications, the Company or the Hong Kong Share Registrar will upon your request send the Corporate Communications to you in printed form free of charge.

Please note that (a) printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Hong Kong Share Registrar upon request; and (b) the same will also be available on the Company’s website at www.sunacservice.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

Should you have any queries in relation to this letter, please call the hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays).

Yours faithfully,
For and on behalf of
Sunac Services Holdings Limited

Reply Form 回條

To: Sunac Services Holdings Limited (the "Company")
(Stock Code: 01516)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre,
183 Queen's Road East,
Wanchai, Hong Kong

致： 融創服務控股有限公司(「本公司」)
(股份代號：01516)
經香港中央證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

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

本人/我們希望以下列方式收取 貴公司之公司通訊*：

(Please mark "X" in ONLY ONE of the following boxes)

(請僅在下列其中一個空格內劃上「X」號)

- to read all future Corporate Communications published on the Company's website ("Website Version") in place of receiving printed copies; and receive a printed notification letter of the publication of Corporate Communications on the Company's website; OR
瀏覽所有日後在本公司網站登載之公司通訊(「網上版本」)，以代替印刷本，並收取公司通訊已在本公司網站登載之通知信函印刷本；或
- to receive the printed English version of all future Corporate Communications ONLY; OR
僅收取所有日後公司通訊之英文印刷本；或
- to receive the printed Chinese version of all future Corporate Communications ONLY; OR
僅收取所有日後公司通訊之中文印刷本；或
- to receive both printed English and Chinese versions of all future Corporate Communications.
同時收取所有日後公司通訊之英文及中文印刷本。

Contact telephone number
聯絡電話號碼

Signature
簽名

Date
日期

Notes 附註：

- If the Company does not receive this Reply Form or a response indicating the objection from you by 25 October 2023, you will be deemed to have consented to receiving the Website Version of all future Corporate Communications and a printed notification letter of the publication of the Corporate Communications on the Company's website will be sent to you in the future.
倘本公司於 2023 年 10 月 25 日尚未收到 閣下的回條或表示反對的回覆，閣下將被視為已同意收取所有日後公司通訊之網上版本，而本公司日後將向 閣下寄發有關公司通訊已在本公司網站登載之通知信函印刷本。
- By selecting to read the Website Version of Corporate Communications published on the Company's website in place of receiving printed copies, you have expressly consented to waive the right to receive Corporate Communications in printed form.
在選擇瀏覽公司通訊之網上版本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。
- Shareholders are entitled to change the means of receipt and/or choice of language of the Corporate Communications at any time by reasonable notice in writing or by email at sunacservices.ecom@computershare.com.hk to the Company c/o the Hong Kong Share Registrar.
股東有權隨時透過香港股份過戶登記處給予本公司合理時間的書面通知或電郵至 sunacservices.ecom@computershare.com.hk 作出通知，以更改公司通訊之收取方式及/或語言版本之選擇。
- 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 on 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之其姓名位列首位的股東簽署，方為有效。
- For the avoidance of doubt, the Company does not accept any special instructions written on this Reply Form.
為免存疑，任何在本回條上的額外手寫指示，本公司將不予處理。

*Corporate Communications means any document(s) issued or to be issued by the Company for the information or action of any holders of its 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

公司通訊指本公司刊發或將予刊發以供其任何證券持有人參照或採取行動之任何文件，包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及(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)會議通告；(d)上市文件；(e)通函；及(f)委任代表表格。

01516-1

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited

香港中央證券登記有限公司

Freepost No. 簡便回郵號碼：37

Hong Kong 香港

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

No postage stamp is necessary if posted in Hong Kong.

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，毋須貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact