

EXCELLENCE COMMERCIAL PROPERTY & FACILITIES MANAGEMENT GROUP LIMITED

卓越商企服務集團有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司) (Stock Code 股份代號: 6989)

15 January 2024

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07 of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, EXCELLENCE COMMERCIAL PROPERTY & FACILITIES MANAGEMENT GROUP LIMITED (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents issued or to be issued by the Company, 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, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at http://www.excepm.com/ and the HKExnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), the Company recommends you provide your email address by scanning your personalized QR code printed on the reply form on the reverse side (the "**Reply Form**"). Alternatively, you may sign and return the Reply Form to the Company's Hong Kong share registrar (the "**Share Registrar**"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications^(Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the Share Registrar or send an email to epch.ecom@computershare.com specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact us at (86) 075583231543 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,
Excellence Commercial Property &
Facilities Management Group Limited
Li Xiaoping
Chairman

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.

各位登記股東:

以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則(「**上市規則**」)第 2.07 條,**卓越商企服務集團有限公司**(「**公司**」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「**公司通訊**」)之安排,該公司通訊是指公司發布或將要發布的任何文件,包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告; (b)中期報告及其中期報告摘要(如適用); (c)會議通知; (d)上市文件; (e)通函和 (f)委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 http://www.excepm.com/和披露易網站 www.hkexnews.hk 上提供,以代替印刷本。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊^(解註),公司建議 閣下透過掃描本函背頁之回條(「**回條**」)上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。或者, 閣下也可以簽署回條並交回公司的香港股份過戶登記處(「**股份過戶處**」)香港中央證券登記有限公司,地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如果公司沒有收到 閣下的有效電子郵件地址,直至股份過戶處收到 閣下有效的電子郵件地址前,本公司未來將以印刷本形式發送可供採取行動的公司通訊 $^{(Mit)}$ 。

若 閣下希望收取公司通訊之印刷版,請填妥回條並交回股份過戶處,或發送電子郵件至 epch.ecom@computershare.com ,並註明 閣下的姓名、地址以及收取公司通訊印刷版的要求。 請注意,收取未來公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效,此後將過期。

閣下如有任何與本函內容有關的疑問,歡迎與我們聯絡(86) 075583231543,辦公時間為星期一至星期五(公眾假期除外)上午9時正至下午6時正。

承董事會命 卓越商企服務集團有限公司 董事長 李曉平 謹啟



REPLY FORM 回條						
To:	Computershare Hong Kong Investor Services Limited (The "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wan Chai, Hong Kong	致	:	香港中央證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓		
(Pleas	e choose ONLY ONE of the options below) (請從以下選項中 只選擇	<u>————————————————————————————————————</u>			Personalized QR Code	
					專屬二維碼	
Option 1: Provide email address for receipt of future Actionable Corporate						
	Communications (Note 3) of the Company via electronic dissemination by scanning					
28	personalized QR code					
廷	選項1: 掃瞄 專屬二維碼提供電子郵件地址,以接收公司通過電子方式					
發佈的可供採取行動的未來公司通訊 <i>傳達3</i>						
	Returning this Reply Form is NOT required if Option 1 is chosen.					
	如選擇了選項1,無須交回本回條。					
Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications (Note 3) of the following listed						
company (the "Company") via electronic dissemination						
選項 2: 本人/吾等現以書面提供本人/吾等的電子郵件地址·以確保收到以下上市公司(「公司」)通過電子方式發佈的可供採取行動的未來公司通訊 ^{/傳註 3)}						
Naı	me of Securities holder(s) 證券持有人姓名:	Name of the listed co	mpa	ny 上市公司名稱 :		
卓越商企服務集團有限公司						
		EXCELLENCE COM	IME	RCIAL PROPERTY &FACILITI	ES MANAGEMENT GROUP LIMITED	
Em	ail address 電郵地址: (Notes 3 / 附註 3)					
L			_			
Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "\sqrt" in the below box if applicable)						
選	選項3: 本人/吾等現要求收取公司通訊*印刷版 (如適用·請在以下方格內劃上「✓」號)					
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Notes 5) 收取未來公司通訊, 的印刷本·並已知悉本指示由收取 指示日期起計一年內有效 。(<i>附註 5</i>)						
G!	(Notes I)	6				
Signa 簽名	ature(s): ^(Notes 1) . <i>(附註1</i>)	Contact number: 聯絡電話號碼:			ate: 期:	

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料整明

Notes 附註:

- 個人資料聲明

 "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
 本智和中所指的「個人資料」與香港法例第 486 章 【個人資料(私膳)條例》(「《私膳條例》」)中「個人資料」的遊養相同。

 Your Personal Data provided in this Reply Form will be used in connection with, including but not company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.

 関下於本回條所提供的個人資料將用於包括但不限於〉有關公司以電子方式發布公司通訊及就 関下持有的公司證券有關的其他事宜上與 閣下聯絡。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・本公司可能無法基準閣下在本回條上所述的指示及必要求。

 Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.

 公司可就任何所說明的用途或在法例规定的情况下。將 閣下的個人資料經鑑或轉移館公司的附屬公司、股份過戶處、及/或其他公司或團體、並將在適當期間保留該每個人資料作核費及紀錄用途。
 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, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at Privacy Officer?

Notes 開註.

1. Pleause complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.

清薄差景景。图下之形有资料。如屬含色漫彩,则本国修筹由所有融名影束融合复善,方為有效。

2. Any Reply Form with no signature or otherwise incorrectly completed will be void.

住何国修若未有衰重或在其他方面填露不正確,则本国除海鲁作弊。

3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications*. Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the Issuer's securities holder.

2. All You provide more than one email address by QR code, email, reply form and/or other means, or he latest one email address by QR code, email, reply form and/or other means, by the latest one email address by QR code, email, reply form and/or other means, of the latest one email address by QR code, email, reply form and/or other means, of the latest one email address by QR code, email, reply form and/or other means, of means address by QR code, email, reply form and/or other means, of means address by QR code, email, reply form and/or other means, email address by QR code, email, reply form and/or other means, of means address by QR code, email, reply form and/or of the means address by QR code, email, reply form and/or of the provided more than one email address by QR code, email, reply form and only Corporate Communications in the provided will be received.

2. If you mark "\tilde{Y}" in the box in Option 3, no email address will be registered and only Corporate Communications in printed form will be received.

2. If you mark "\tilde{Y}" in the box in Option 3, no email address by QR communications in the printed form will be received.

3. If you mark "\tilde{Y}" in the box in Option 3, no email address will be registered and only Corporate Communications in the printed f

report, interim report, notice of meeting, circular and proxy form. 除非另有註明,公司通訊乃指公司已發出或將予發出以供其任何證券的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、中期報告、會議通告、通函及代表委任表格。

- (iii)
- PrivacyOfficer@computershare.com.hk. 間下有權根據《私陣條例》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郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)向香港隱私主 任提出・或段送電郵至 PrivacyOfficer@computershare.com.hk・

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