

## 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 股份代號:6098)

## NOTIFICATION LETTER 通知信函

29 April 2024

Dear Registered Shareholders,

Country Garden Services Holdings Company Limited (the "Company")

- Notice of publication of the Annual Report 2023, AGM circular dated 29 April 2024 and Form of Proxy (the "Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communication are now available on the Company's website at <a href="www.bgyfw.com">www.bgyfw.com</a> and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at <a href="www.hkexnews.hk">www.hkexnews.hk</a> respectively (the "Website Version"). The Company strongly recommends you to access the Website Version of the Current Corporate Communication and all future Corporate Communications (Note 1). If you have elected to receive the Corporate Communications in printed form, the Current Corporate Communication is enclosed.

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communication and all future Corporate Communications in printed form, please complete, sign and return the enclosed Reply Form to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited ("Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to cgservices-ecom@hk.tricorglobal.com. The Company will send the Current Corporate Communication and all future Corporate Communications to you in printed form free of charge upon your request.

It is the responsibility of registered shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing, signing and returning the enclosed Reply Form to the Branch Share Registrar at the above-mentioned address by post or by email to cgservices-ecom@hk.tricorglobal.com. If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications ("Notice of Publication") and Actionable Corporate Communications (in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

Should you have any queries relating to this notification, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

By the order of the Board Country Garden Services Holdings Company Limited XU Binhuai

President and Executive Director

Notes:

- (1) Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.
- (2) Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders

各位登記股東:

碧桂園服務控股有限公司(「本公司」)

- 刊發有關2023年度報告、日期為2024年4月29日之股東週年大會通函及代表委任表格(「本次公司通訊」)

本公司的本次公司通訊之中、英文版本已分別上載於本公司網站(www.bgyfw.com)及香港聯合交易所有限公司(「聯交所」)之網站(www.hkexnews.hk)(「網站版本」)。我們建議 閣下閱覽本公司本次及所有日後公司通訊(網註1)的網站版本。如 閣下已選擇收取公司通訊的印刷本,隨函附上本次公司通訊。

如 閣下因任何理由無法以電子郵件方式收取通知或閱覽公司通訊的網站版本及欲索取本次公司通訊及所有日後公司通訊的印刷本,請填妥及簽署隨附之回條,並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處(「股份過戶登記分處」)卓佳證券登記有限公司(地址為香港夏慤道16號遠東金融中心17樓)(如在香港投寄毋須貼上郵票),或電郵至cgservices-ecom@hk.tricorglobal.com。本公司會因應 閣下之要求寄上本次公司通訊及所有日後公司通訊的印刷本,費用全免。

登記股東有責任提供有效的電子郵件地址。如 閣下尚未提供 閣下之電子郵件地址予本公司,或需更新 閣下之電子郵件地址,本公司建議 閣下填妥及簽署隨附之回條,並按上述地址以郵寄方式交回本公司的股份過戶登記分處或以電郵方式發送至cgservices-ecom@hk.tricorglobal.com。如果本公司沒有收到 閣下的有效電子郵件地址, 閣下將無法透過電子郵件方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊(網註)。本公司只能以印刷本方式向 閣下發送登載通知及可供採取行動的公司通訊之印刷本予 閣下,直至股份過戶登記分處收到 閣下有效的電子郵件地址為止。

倘 閣下對本通知有任何查詢,請於星期一至星期五(公眾假期除外)上午9時至下午6時,致電股份過戶登記分處熱線(852)29801333。

承董事會命 碧桂園服務控股有限公司 總裁兼執行董事 徐彬淮

2024年4月29日

附註:

- (1) 公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於(a)董事會報告,公司年度賬目連同核數 師報告以及(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)季度報告(如有);(d)會議通告;(c)上市文件;(f)通函;及(g)代表委任表格。
- (2) 可供採取行動的公司通訊是指任何涉及要求股東指示其擬如何行使其有關股東的權利或作出選擇的公司通訊。

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To: Country Garden Services Holdings Company Limited (the "Company") (Stock Code: 6098)

(Incorporated in the Cayman Islands with limited liability) c/o Tricor Investor Services Limited 17/F, Far East Finance Centre, 16 Harcourt Road Hong Kong

致: 碧桂園服務挖股有限公司(「本公司」) (股份代號:6098) (於開曼群島註冊成立的有限公司)

經卓佳證券登記有限公司 香港夏愨道16號 東全融中心17牌

To Traceout Road, Hong Rong	逐 术 亚 施 十 亿 17年	<b>安</b>					
Part A I/We would like to receive the Current Corporate (本人/我們現欲以下列方式收取本次公司通訊及	Communication and all future Corporate Communicatio 上所有日後公司通訊之印刷本:	ons in printed form in the manner indicated below:					
(Please mark "✔" 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「✔」號)  I/We would like to receive a printed copy in the English language only; OR  本人/我們現欲收取一份英文印刷本;或  I/We would like to receive a printed copy in the Chinese language only; OR  本人/我們現欲收取一份中文印刷本;或  I/We would like to receive a printed copy in the Chinese language only; OR  本人/我們現欲收取一份中文印刷本;或  I/We would like to receive a printed copy in both the English language and the Chinese language.  本人/我們現欲收取英文和中文各一份印刷本。							
Part B I/We would like to receive all future Corporate Communications and Actionable Corporate Communications in electronic form via the email address below: 本人/我們現欲以以下電郵地址電子郵件方式收取本公司所有日後的公司通訊及可供採取行動的公司通訊的登載通知:							
(Please provide the email address in BLOCK LETTE (請以英文正楷填寫電郵地址)	(PRS)						
Name(s) of Shareholder(s): 股東姓名:	(Please use BLOCK LETTERS 請用正楷填寫)	Signature: 簽名:					
Address: 地址:		(Please use BLOCK LETTERS 請用正楷填寫)					
Contact telephone number:		Date:					

- Notes 附註:
  1. Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited ("Branch Share Registrar") or via email to egservices
- Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited ("Branch Share Registrar") or via email to cgservices-ecom@kk.tricorglobal.com as "前某交及署奉表格, 並以隨附已 預付郵賣的郵寄標數節於信封上,等同本公司之奔港股份鄉戶整記分處卓住總券登記有限公司(「股份鄉戶登記分處」),或電郵客でgservices-ecom@kk.tricorglobal.com as Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void. 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 form in order to be valid. \*\*\*
  前港獎馬季夫務。何服夫士素有作出餐样,沒有養女政役有正確地填寫,均屬無效。如屬聯者股東,則本回條須由本公司股東名冊內名列於首位的股東簽署,方為有效。
  The above instruction for part A will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's Branch Share Registrar in Hong Kong or until the time when the Company publishes its annual report in the following year (whitchever is earlier). Further request in writing will be required if a shareholder prefers to continue receiving printed copy of future Corporate Communications.
  上述甲部指示德国影务公司日後向 關下發出之所有公司絕形,且至 國下以合理時間表面極知本公司的香港股份總戶整記分處更改有關指示成直至本公司於下一年度刊發年報為止(以較早者為準)。如果股東希望繼續改訂自任的中國,如果股東希望繼續改訂自任的中國,如果股東希望機會的可能,如果股東希望機會的可能,如果股東希望機會的可能,如果Branch Share Registrar") or via email to communications are combined into one document, a printed form of the Corporate Communications will be sent to the Shareholders requesting for a printed form of any version(s) of the Corporate Communications will be sent to the Shareholders requesting for a printed form of any version(s) of the Corporate Communications.

- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the Shareholders requesting for a printed form of any version(s) of the Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed form of any version(s) of the Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed form of any version(s) of the Corporate Communications will be deemed, until such time when such Shareholder has provided a valid and functional email address to the Branch Share Registrar, to have elected to receive a notice of publication of the Corporate Communications by post. (倘者本公司並無股東的電子郵件地址或所提供的電子郵件地址無效,则该股東將被提為已選擇以郵客方式接收公司通訊網站版的遍知,直至該股東向股份過戶登記分處提供有效且可用的電子郵件地址為止。For the avoidance of doubt, we do not accept any special instructions written on this form. 為免產生疑問,在本来陪作出的任何關外手寫指示,公司將不予受理。
  Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary interim report; (c) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form. a proxy form. 公司極訊包括本公司發佈或將予發佈以供其任何遊券持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於(a)董事會報告,公司年度賬目連同核數節報告以及(如適用)財務摘要報告;(b)中期報告及(如適用)申期摘要報告;(c)季度報告(如有);(d)會議過告;(c)上市文件;(f)通函;及(g)代表要任本格。 Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders. 可供採取行動的公司通訊是指任何涉及要求股東指示其擾如何行使其有關股東的權利或作出選擇的公司通訊。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料發明

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料發明

PERSONAL Data' in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PIPO"). Your supply of the Personal Data is subsidiaries, its shart registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorized by law to request the information or are otherwise relevant for the Purposes and need to receive the information for the personal Data as may be necessary to fulfill the Purposes for the Purposes (and the purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant for the Purposes and need to receive the information or are otherwise relevant or the purposes in the purposes (included by the received by the received by the received by the receive

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

No postage is necessary if posted in Hong Kong.

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如在本港投寄, 閣下無需支付郵費或貼上郵票。

## Mailing Label 郵寄標籤

日期:

**Tricor Investor Services Limited** 卓佳證券登記有限公司 Freepost Number 簡便回郵號碼:10 GPO Hong Kong 香港