



**Greentown Service Group Co. Ltd.**  
**綠城服務集團有限公司**

(A company incorporated under the laws of the Cayman Islands with limited liability)  
(根據開曼群島法律註冊成立的有限公司)  
(Stock Code 股份代號: 2869)

8 March 2024

Dear registered shareholder(s),

**Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A 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, Greentown Service Group Co. Ltd. (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 for the information or action of holders of any 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, 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 [www.lvchengfuwu.com](http://www.lvchengfuwu.com) and the HKEXnews website at [www.hkxnews.hk](http://www.hkxnews.hk) in place of printed copies.

**Solicitation of electronic contact details**

To ensure timely receipt of the Actionable Corporate Communications<sup>(Note)</sup>, the Company recommends you to provide your email address by scanning your personalized QR code printed on the enclosed reply form (the “**Reply Form**”) on the reverse side of this letter. 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, Wanchai, 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<sup>(Note)</sup> in printed form in the future.**

If you want to receive future Corporate Communications in printed form, please complete and return the Reply Form to the Share Registrar or send an email to [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk) 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 the Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,  
For and on behalf of  
**Greentown Service Group Co. Ltd.**  
**YANG Zhangfa**  
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的香港聯合交易所有限公司證券上市規則（「**上市規則**」）第 2.07A 條，綠城服務集團有限公司（「**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**」），該公司通訊是指公司已發布或將予發布以向其任何證券持有人提供資訊或提醒其採取行動的任何文件，包括但不限於(a) 董事報告、其年度帳目連同審計報告副本以及（如適用）其財務摘要報告；(b) 中期報告及（如適用）其中期報告摘要；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。

請注意，所有日後公司通訊的英文版和中文版將在公司網站 [www.lvchengfuwu.com](http://www.lvchengfuwu.com) 和披露易網站 [www.hkxnews.hk](http://www.hkxnews.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<sup>(附註)</sup>，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 閣下有效的電子郵件地址，公司未來將以印刷本形式發送可供採取行動的公司通訊<sup>(附註)</sup>，直至股份過戶處收到 閣下有效的電子郵件地址。**

若 閣下希望收取日後公司通訊之印刷本，請填妥回條並交回股份過戶處，或發送電子郵件至 [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk)，並註明 閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意，收取日後公司通訊印刷本之指示由收悉 閣下指示日期起計一年內有效，此後將過期。

如 閣下對本函件有任何疑問，請於辦公時間星期一至五（香港公眾假期除外）上午 9 時正至下午 6 時正（香港時間）期間致電股份過戶處(852)2862 8688 查詢。

代表  
綠城服務集團有限公司  
主席  
楊掌法  
謹啟

2024 年 3 月 8 日

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (The "Share Registrar") 17M Floor, Hopewell Centre 183 Queen's Road East, Wanchai, 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

(Please choose ONLY ONE of the options below) (請從以下選項中只選擇其中一項)

Option 1: Provide your email address for receipt of future Actionable Corporate Communications... Personalized QR Code 專屬二維碼 選項 1: 掃描 閣下專屬二維碼提供 閣下之電子郵件地址...

Option 2: I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications... 選項 2: 本人/吾等現書面提供本人/吾等之電子郵件地址...

Option 3: I/we hereby request for receipt of Corporate Communications\* in printed form... 選項 3: 本人/吾等現要求收取公司通訊\* 印刷本...

Signature(s): (Notes 1) 簽名: (附註 1) Contact number: 聯絡電話號碼: Date: 日期:

- Notes 附註: 1. Please complete all your details clearly... 2. Any Reply Form with no signature or otherwise incorrectly completed will be void... 3. If the Company does not receive a functional email address in your reply...

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- (i) "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance... (ii) Your Personal Data provided in this Reply Form will be used in connection with...

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 the mailing label and stick it on an envelope to return this form to us. No postage is necessary if posted in Hong Kong.