

# First Service Holding Limited

## 第一服务控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code: 2107)

(股份代號: 2107)

19 April 2024

Dear Non-registered Holder,

### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules (the “Listing Rules”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) effective from 31 December 2023, First Service Holding Limited (the “Company”) has adopted new arrangement to disseminate corporate communications (“Corporate Communications”) electronically. No printed copies of Corporate Communications will be mailed out by the Company to you except upon request. Please note that both English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at (www.firstservice.hk) and the website of the Stock Exchange at (www.hkexnews.hk) (the “Website Version”) in place of printed copies.

**The Company will not send a notice of publication of the Website Version of Corporate Communications to its non-registered holders. You are encouraged to proactively monitor the availability of all future Corporate Communications on the websites of the Company and the Stock Exchange and access the Website Version of Corporate Communications.**

We encourage you to access Corporate Communications of the Company in electronic form on the Company’s website. If you wish to receive printed copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the Company’s branch share registrar in Hong Kong (the “Branch Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to 2107-ecom@hk.tricorglobal.com. Please note that the printed copy request will be valid unless being revoked or superseded or until expired on the last day of the following financial year of the Company (whichever is earlier). Further request in writing will be required if a non-registered holder prefers to continue receiving printed copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please call the Branch Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays, or send an email to 2107-ecom@hk.tricorglobal.com.

By the order of the Board  
First Service Holding Limited  
Zhang Peng  
Chairman

*Note: 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.*

各位非登記持有人：

### 以電子方式發佈企業通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)，第一服務控股有限公司(「本公司」)採納以電子方式發佈企業通訊(「企業通訊」)的新安排。除非閣下提出要求，本公司不會再向閣下郵寄企業通訊的印刷本。日後所有企業通訊的中、英文版本將以電子方式登載於本公司網站(www.firstservice.hk)及聯交所網站(www.hkexnews.hk)(「網站版本」)，以取代印刷本。

本公司不會向非登記持有人發出企業通訊網站版本的登載通知。本公司鼓勵閣下主動留意本公司及聯交所網站上所有日後的企業通訊的登載情況，並自行瀏覽企業通訊的網站版本。

我們鼓勵閣下於本公司網站以電子形式瀏覽本公司的企業通訊。若閣下希望收取日後所有企業通訊之印刷本，請填妥本函背頁之申請表格並交回本公司的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樓或發送電子郵件至2107-ecom@hk.tricorglobal.com。請注意，非登記持有人的印刷版本要求將一直有效，除非被撤銷或取代，或者直至本公司下一個財政年度的最後一天到期(以較早者為準)。若非登記持有人希望繼續收到日後企業通訊的印刷本，則需要再作書面要求。

如閣下對上述事宜有任何疑問，請致電股份過戶登記分處電話熱線(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午9時正至下午6時正，或電郵至2107-ecom@hk.tricorglobal.com。

承董事會命  
第一服務控股有限公司  
董事長  
張鵬

2024年4月19日

附註：企業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)董事會報告及年度帳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；(e)上市文件；(f)通函；及(g)代表委任表格。

Non-registered Holder's information (English name and address):  
非登記持有人資料(英文姓名及地址)：

## REQUEST FORM 申請表格

To: **First Service Holding Limited**  
(Stock Code: 2107) (the "Company")  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致： 第一服務控股有限公司  
(股份代號：2107)(「本公司」)  
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

### REMINDER 提示

As a non-registered holder, if you wish to receive Corporate Communications<sup>(1)</sup> pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記持有人，如有意根據上市規則收取企業通訊<sup>(1)</sup>，閣下應聯絡代 閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向 閣下的中介公司提供 閣下的電子郵件地址。

I/We would like to receive the Corporate Communications of the Company in printed copy.

本人／吾等要求索取本公司之企業通訊之印刷本。

Please mark (X) in ONLY ONE of the following boxes (applicable for dissemination arrangement via printed copy):

請在下列方框之中僅標記一項(X) (適用於以印刷本形式收取企業通訊)：

<input type="checkbox"/>	To receive the <b>printed English version ONLY</b> for all future Corporate Communications; <b>OR</b> 僅收取所有日後的企業通訊的英文印刷本；或
<input type="checkbox"/>	To receive the <b>printed Chinese version ONLY</b> for all future Corporate Communications; <b>OR</b> 僅收取所有日後的企業通訊的中文印刷本；或
<input type="checkbox"/>	To receive the <b>printed English and Chinese versions</b> of all future Corporate Communications. 同時收取所有日後的企業通訊的英文和中文印刷本。

Signature:

簽署：

\_\_\_\_\_

Date:

日期：

\_\_\_\_\_

Name:

姓名：

\_\_\_\_\_

(English 英文)  
(in block letters 請以正楷填寫)

Contact Phone Number:

聯絡電話：

\_\_\_\_\_

Postal Address:

郵寄地址：

\_\_\_\_\_

Notes 附註：

- "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. 「企業通訊」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)董事會報告及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；(e)上市文件；(f)通函；及(g)代表委任表格。
- By completing and returning this Request Form to request for the printed copy of the current Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed copy.  
當 閣下填寫及寄回此申請表格以索取刊發之本次企業通訊印刷本後，即表示 閣下確認擬收取本公司日後的所有企業通訊的印刷本。
- This request will be valid unless being revoked or superseded or until expired on the last day of the following financial year of the Company (whichever is earlier). Further request in writing will be required if non-registered holder prefers to continue receiving printed copy of future Corporate Communications.  
本要求將一直有效，除非被撤銷或取代，或者直至本公司下一個財政年度的最後一天到期(以較早者為準)。若非登記持有人希望繼續收到日後企業通訊的印刷本，則需要再作書面要求。

### PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱、聯絡電話號碼、電子郵箱地址和郵寄地址。

閣下是自願向本公司提供 閣下個人資料，以便以 閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改 閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer  
Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

經郵寄： 個人資料私隱主任  
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

By email to: is-enquiries@hk.tricorglobal.com

經電郵： is-enquiries@hk.tricorglobal.com

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

No postage is necessary if posted in Hong Kong.

當 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，閣下無需支付郵費或貼上郵票。

### 郵寄標籤 Mailing Label

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

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