Xinyuan Property Management Service (Cayman) Ltd.

鑫苑物業服務集團有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立之有限公司) (Stock Code 股份代號:1895)

NOTIFICATION LETTER 通知信函

22 July 2024

Dear Registered Shareholders.

Xinyuan Property Management Service (Cayman) Ltd. (the "Company")

Notice of publication of Circular dated 22 July 2024 relating to Continuing Connected Transactions – (1) the Commercial Assets Entrusted Operation Framework Agreement and (2) the Assets Sales Agency and Operation Services Framework Agreement, Circular dated 22 July 2024 relating to Conditional Grants of Awarded Shares to Executive Directors; and (2) Termination of the Post-IPO Share Option Scheme together with notices of Extraordinary General Meetings and Proxy Forms (the "Current Corporate Communication")

The English and Chinese versions of the Company's Current Corporate Communications are now available on the Company's website at www.xypm.hk and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk 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)

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 the enclosed Reply Form and return it 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 1895-ecom@hk.rricorglobal.com. The Company will send the Current 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 the enclosed Reply Form and returning to the Branch Share Registrar at the above-mentioned address by post or by email to 1895-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).

Yours faithfully, Xinyuan Property Management Service (Cayman) Ltd. SHEN Yuan-Ching

Chairman, Executive Director and Chief Executive Officer

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 quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

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:

鑫苑物業服務集團有限公司(「本公司」)

日期為2024年7月22日有關持續關連交易 — (1)商業資產委託經營框架協議及(2)資產銷售代理及經營服務框架協議之通函、日期為2024年7月22日有關持續關連交易 — (1)向執行董事有條件授出獎勵股份;及(2)終止首次公開發售後購股權計劃連同股東特別大會通告及代表委任表格(「本次公司通訊」)之刊發通知

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.xypm.hk)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日後公司通訊^(網話)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或閱覽公司通訊的網站版本及欲索取本次公司通訊及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1895-ecom@hk.tricorglobal.com。本公司會因應 閣下之要求寄上公司通訊的印刷本,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1895-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。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) 2980 1333。

鑫苑物業服務集團有限公司 主席、執行董事兼行政總裁 申元慶 謹啓

2024年7月22日

附註: 公司續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,公司年度報目連同核數師報告以及(如週用)財務縛要報告; (b)中期報告及(如週用)中期 續要報告; (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。

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權利的公司通訊

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Xinyuan Property Management Service (Cayman) Ltd. (the "Company") (Stock Code: 1895)

(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: 鑫苑物業服務集團有限公司(「本公司」)

(股份代號:1895)

(於開曼群島註冊成立之有限公司)

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

本人/我們現欲以下列方式收取本次公司通訊及將來所有公司通訊及可供採取行動的公司通訊之印刷本:

I/We would like to receive the Current Corporate Communication and all future Corporate Communications and Actionable Corporate Communications 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 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。

I. 2	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將來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 English Capital Letters)

(請以英文正楷填寫電郵地址)

Name(s) of Shareholder(s): Signature: (Please use BLOCK LETTERS 請用下楷填寫) 股東姓名: 簽名: Address:

(Please use BLOCK LETTERS 請用正楷填寫) 地址:

Contact telephone number: Date: 聯絡電話號碼: 日期

- Tas. '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 or via email to 1895-ecom@hk.tricorglobal.com.
 清晰妥及審署本表格,並以應附上預付郵酬金屬機能於信封上,寄衍本公司之第接股份過戶發記分處卓能證券登記有限公司,或應應至1895-ecom@hk.tricorglobal.com。
 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. :語演學擅寫本泰格。回條上若未有作出環擇、沒有簽名或沒有正確地違寫,均屬無效。如屬離名股東,則本回條須按本公司股東名冊上離名持有之股份戶口,由其姓名列於首位的股東簽署,方為有效
- 步書面請求
- 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 Shareholder requesting for a printed form of any version(s) of the Corporate

- If both English and Chinese versions of the Corporate Communications are combined into one occlument, a panient uson to us caspana.

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- 公司圖加亞語本公司資物股份了資物及快天社的國家特別人為党委員人為党委員人本等的場合的工作,其中包括巨小民党(如 重争會報告,公司中国政府,是现代是国际政府的政府, (d) 會議題音,(c) 上市文件;(f) 超高;(c) 代表老在老格。 Actionable Corporate Communications refor to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders, 可供料取行物的公司编述是指任何涉及要求股東指示其版如何行使其有關股東權利的公司编辑。

PERSONAL INFORMATION COLLECTION STATEMENT (CARLES)

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 ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to processe your instructions. The Company may describe the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to processe your instructions. The Company may not be able to processe your instructions. The Company may not be able to processe your instructions. The Company may not be able to processe your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to processe your instructions. The Company may not be able to processe your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to processe your instructions. The Company may not be able to processe your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to processe your instructions. The Company may not be able to processe your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to processe your instructions as stated in this form (the "Purposes"). Your supply of the Personal Data is not also supply sufficient information, the Company may not be able to processing your instructions as stated in this form (the "Purposes"). Your supply of the Personal Data is not also supply sufficient information. The Personal Data is not also supply sufficient information. The Personal Dat

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.

當 閣下寄回本回條時,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。

Mailing Label 郵寄標籤

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