

# 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)

24 April 2025

Dear registered shareholder(s),

#### Reminder Letter regarding the Arrangement of Electronic Dissemination of Corporate Communications (Note 1)

With reference to the notification letter of Greentown Service Group Co. Ltd. (the "Company") dated 8 March 2024 titled "Arrangement of Electronic Dissemination of Corporate Communications", the Company is writing to remind you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which means 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 <a href="https://www.lvchengfuwu.com">www.lvchengfuwu.com</a> and the HKEXnews website at <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> in place of printed copies.

#### Solicitation of electronic contact details

The Company has not received your email address for the electronic dissemination of Corporate Communications. To ensure timely receipt of the Actionable Corporate Communications (Note 2), the Company recommends you to provide your email address by scanning your personalized QR code printed on the enclosed reply form (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, 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  $\frac{Note\ 2}{Note\ 2}$  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 <a href="mailto:sgsh.ecom@computershare.com.hk">sgsh.ecom@computershare.com.hk</a> 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

- Note 1: This letter is addressed to registered shareholders of the Company who have not yet provided an email address for the timely receipt of Actionable Corporate Communications. If you are a new registered shareholder, please read the arrangement for the electronic dissemination of corporate communications below and provide your email address as recommended.
- Note 2: 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:

## 以電子方式發佈公司通訊之安排的提示函(關注))

根據綠城服務集團有限公司(「公司」)日期為2024年3月8日有關「以電子方式發佈公司通訊之安排」之通知信函所述,公司謹此提醒 閣下,公司已採用以電子方式發佈公司通訊(「公司通訊」),該公司通訊是指公司已發佈或將予發佈以向其任何證券持有人提供資訊或採取行動的任何文件,包括但不限於(a)董事會報告、年度帳目連同核數師報告副本以及(如適用)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 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

公司尚未收到 閣下就接收公司通訊提供的電子郵件地址。為確保及時收到可供採取行動的公司通訊<sup>解註2)</sup>,公司建議 閣下透過掃描隨附之回條(「**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<sup>(MME2)</sup>。

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 gsgh.ecom@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

2025年4月24日

附註 1: 此函件致尚未提供電子郵件地址以接收可供採取行動的公司通訊之公司登記股東。若 閣下為新登記股東,請閱讀上述以電子方式發佈公司通訊的安排,並按 建議提供 閣下的電子郵件地址。

附註2: 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。

Personalized QR Code 專屬二維碼

REP	LY	FORM	「回條

Computershare Hong Kong Investor Services Limited (the "Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

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<u>從以下選項中**只選擇其中一項**)</u>

Option 1: Provide your email address for receipt of future Actionable Corporate Communications(Note 3) of the Company via electronic dissemination by scanning

your personalized QR code

選項1: 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式 掃描 發佈可供採取行動的未來公司通訊(##3)

You are **NOT required** to return this Reply Form if you choose Option 1.

如選擇選項1, 閣下**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/吾等現書面提供本人/吾等之的電子郵件地址,以確保收到以下上市公司(「公司」)通過電子方式發佈可供採取行動的未來公司通訊(MEE)					
Name of securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱 :					
Greentown Service Group Co. Ltd.					
綠城服務集團有限公司					
Email address 電郵地址: (Notes 3 / 附註3)					

Email address 电到迟机.				
Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)				
<b>選項3:</b> 本人/吾等現要求收取公司通訊 <sup>*</sup> 印刷本 (如適用,請在以下方格內劃上「✓」號)				
receive future Corporate Communications* in printed form 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。(附註 5)				
Signature(s). (Notes 1)	Contact numbers	Data		

簽名: (*附註 1*)

- over spirat:
  Please 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.
  請清楚填妥 間下之所有資料。如屬聯名股東,則本回條須由所有聯名股東聯合簽署,方為有效。
  Any Reply Form with no signature or otherwise incorrectly completed will be void.
  任何回條若未有簽署或在其他方面填寫子证確,則本回條獨自於獨自於會,
  任何回條若未有簽署或在其他方面填寫子证確,則本回條獨會於會。
  If the Company does not receive a functional email address in your reply, the Company will send the Actionable Corporate Communication in printed form in the future. Actionable Corporate Communication is any corporate

聯絡電話號碼:

PERSONAL INFORMATION COLLECTION STATEMENT

- 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").

  本聲明中所指的「個人資料」與香港法例第 486 章(個人資料(私隱)條例)(「《私隱條例》」)中「個人資料」的涵養相同。

  Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the 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.

  图下於本回像所提供的個人資料無戶於(包括但不限於)有關公司以電子方式發佈公司通訊及就 图下持有的公司證券有關的其他事宜上與 图下聯絡。 图下是自願向公司提供個人資料。若 图下未能提供足夠資料。公司可能無法施理 图下在面像上所述的指示及/或要求。

  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.

  公司可就任何所說時的用學達成主任例提完可情况下,等,图下的個人資料化實施資料移公司的附屬公司、股份過戶廠、及/或其他公司或團體,並將在適當期間保留教養個人資料作軟質及影響用途。

  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 with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data in writing. by main to the Hong Kong Privacy Officer ® Computershare Computer

Mailing Label郵寄標籤

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.

日期:

閣下寄回此回條時,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**。