

SUNAC SERVICES HOLDINGS LIMITED

融創服務控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

(Stock Code 股份代號：01516)

NOTIFICATION LETTER 通知信函

28 April 2023

Dear Shareholder,

Sunac Services Holdings Limited (the "Company")

Notice of Publication of 2022 Annual Report, Circular dated 28 April 2023 together with Notice of Annual General Meeting and Proxy Form ("Current Corporate Communications")

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.sunacservice.com and the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk. If you have elected to receive the Corporate Communications^(Note 1) in printed form(s), the printed form(s) of the Current Corporate Communications is enclosed.

Shareholders who have chosen (or are deemed to have consented) to read the Company's Corporate Communications^(Note 1) published on the Company's website in place of receiving printed copies may request for printed copies of the Current Corporate Communications to be sent to them. Shareholders who for any reason have difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website will, upon request in writing, be sent the Current Corporate Communications in printed form free of charge.

If you wish to receive printed version(s) of the Current Corporate Communications and/or future Corporate Communications^(Note 1) of the Company, please complete the Change Request Form on the reverse side and sign and return to the Company's branch share registrar in Hong Kong ("Hong Kong Share Registrar"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. If you post your Change Request Form in Hong Kong, you may use the mailing label in the Change Request Form and need not to affix a stamp when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with the Change Request Form to sunacservices.ecom@computershare.com.hk. The Change Request Form may also be downloaded from the Company's website at www.sunacservice.com or the website of Hong Kong Exchanges and Clearing Limited at www.hkexnews.hk.

You may at any time by reasonable notice in writing to the Company c/o the Hong Kong Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to sunacservices.ecom@computershare.com.hk change your choice of language(s) and/or means of receipt of future Corporate Communications.

Should you have any queries in relation to this letter, please call the hotline of the Hong Kong Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding public holidays).

Yours faithfully,
For and on behalf of
Sunac Services Holdings Limited

Note 1: Corporate Communications means any document(s) issued or to be issued by the Company for the information or action of any holders 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

各位股東：

融創服務控股有限公司 (「本公司」)

2022 年年度報告、2023 年 4 月 28 日的股東週年大會通函及委任表格 (「本次公司通訊」) 之發佈通知

本公司的本次公司通訊之中、英文版本已上載於本公司網站 www.sunacservice.com 及香港交易及結算所有限公司網站 www.hkexnews.hk。如閣下已選擇收取公司通訊^(附註 1)之印刷本，本次公司通訊已按閣下所選定的公司通訊語言版本隨本函附上。

凡選擇 (或被視為已同意) 瀏覽在本公司網站登載之本公司之公司通訊^(附註 1)以代替收取印刷本之股東，均可要求索取本次公司通訊之印刷本。股東如因任何理由瀏覽於本公司網站登載之本次公司通訊時遇有困難，可提出書面要求，即可獲免費發送本次公司通訊的印刷本。

如閣下欲收取本公司之本次公司通訊及／或日後公司通訊^(附註 1)印刷本，請閣下填妥在本函背面的變更申請表格，並在變更申請表格上簽名，然後把簽署後變更申請表格交回本公司之香港股份過戶登記分處 (「香港股份過戶登記處」，即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)。倘若閣下在香港投寄變更申請表格，可使用變更申請表格上的郵寄標籤寄回，而毋須貼上郵票。否則，請貼上適當的郵票。閣下亦可把已填妥之變更申請表格電郵至 sunacservices.ecom@computershare.com.hk。變更申請表格亦可於本公司網站 www.sunacservice.com 或香港交易及結算所有限公司網站 www.hkexnews.hk 內下載。

閣下可以隨時透過香港股份過戶登記處 (地址為香港灣仔皇后大道東 183 號合和中心 17M 樓) 給予本公司合理的書面通知或電郵至 sunacservices.ecom@computershare.com.hk 通知本公司，更改日後收取公司通訊之語言版本及/或收取方式的選擇。

倘閣下對本函有任何疑問，請致電香港股份過戶登記處電話熱線 (852) 2862 8688 查詢，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。

融創服務控股有限公司
謹啟

2023 年 4 月 28 日

附註 1：公司通訊指本公司刊發或將予刊發以供其任何證券持有人參照或採取行動之任何文件，包括但不限於：(a) 董事會報告、年度財務報表連同核數師報告及財務摘要報告 (如適用)；(b) 中期報告及中期摘要報告 (如適用)；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 委任代表表格。

**Change Request Form 變更申請表格**

To: Sunac Services Holdings Limited (the "Company")
(Stock Code: 01516)
 c/o Computershare Hong Kong Investor Services Limited
 17M Floor, Hopewell Centre,
 183 Queen's Road East,
 Wanchai, Hong Kong

致： 融創服務控股有限公司（「本公司」）
（股份代號：01516）
 經香港中央證券登記有限公司
 香港灣仔皇后大道東 183 號
 合和中心 17M 樓

I/We have already received a printed copy of the Current Corporate Communications in Chinese / English or have chosen (or am/are deemed to have consented) to read the Current Corporate Communication posted on the website of the Company:

本人/我們已收取本次公司通訊文件之中文/英文印刷本或已選擇（或被視為已同意）查閱 貴公司網站所登載之本次公司通訊文件：

Part A I/We would like to receive a printed version of the Current Corporate Communications of the Company in the manner as indicated below:

A 部份 本人/我們現欲以下列方式收取 貴公司本次公司通訊文件之印刷本：

(Please mark **ONLY ONE (X)** of the following boxes 請謹在下列其中一個空格內劃上「X」號)

a printed copy in English.

一份英文印刷本。

a printed copy in Chinese.

一份中文印刷本。

both the printed English and Chinese copies.

英文和中文各一份印刷本。

Part B I/We would like to change the choice of language(s) and/or means of receipt of future Corporate Communications* of the Company as indicated below:

B 部份 本人/我們現欲更改以下列方式收取 貴公司日後公司通訊文件*之語言版本及/或收取方式：

(Please mark **ONLY ONE (X)** of the following boxes 請謹在下列其中一個空格內劃上「X」號)

read the **Website Version** of all future Corporate Communications published on the website of the Company in place of receiving printed copies; and receive a printed notification letter of the publication of the Corporate Communications on the website; **OR**

瀏覽在公司網站刊發之所有日後公司通訊文件**網上版本**，以代替印刷本，並收取公司通訊已在網上刊發之通知信函印刷本；**或**

to receive the **printed English version** of all future Corporate Communications **ONLY**; **OR**

僅收取公司通訊之**英文印刷本**；**或**

to receive the **printed Chinese version** of all future Corporate Communications **ONLY**; **OR**

僅收取公司通訊之**中文印刷本**；**或**

to receive both **printed English and Chinese versions** of all future Corporate Communications.

同時收取公司通訊之**英文及中文印刷本**。

Contact telephone number

聯絡電話號碼

Signature

簽名

Date

日期

Notes 附註：

- Please complete all your details clearly.
請 閣下清楚填妥所有資料。
- 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 Change Request Form in order to be valid.
如屬聯名股東，則本變更申請表格須由該名於本公司股東名冊上就聯名持有股份之其姓名位列首位的股東簽署，方為有效。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.
如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this Change Request Form.
為免存疑，任何在本變更申請表格上的額外手寫指示，本公司將不予處理。

* Corporate Communications means any document(s) issued or to be issued by the Company for the information or action of any holders 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, summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

公司通訊指本公司刊發或將予刊發以供其任何證券持有人參照或採取行動之任何文件，包括但不限於：(a)董事會報告、年度財務報表連同核數師報告及財務摘要報告（如適用）；(b)中期報告及中期摘要報告（如適用）；(c)會議通告；(d)上市文件；(e)通函；及(f)委任代表表格。

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

No postage stamp is necessary if posted in Hong Kong.

閣下寄回本變更申請表格時，請將郵寄標籤剪貼於信封上。

如在本港投寄，毋須貼上郵票。

Get in touch with us 與我們聯繫

Send us an enquiry 垂詢
Rate our service 評價
Lodge a complaint 投訴



Contact Us 聯繫我們

www.computershare.com/hk/contact