

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 Non-registered holder^(Note1),

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 would like to receive the printed version of the Current Corporate Communications and future Corporate Communications^(Note2), please complete the Request Form on the reverse side and sign and return it 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 Request Form in Hong Kong, you may use the mailing label in the Request Form and need not affix a stamp when returning your Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with the Request Form to sunacservices.ecom@computershare.com.hk. The 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.

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

Notes:

- 1: This letter is addressed to non-registered holders (a "non-registered holder" means such person or company whose shares in the Company are held in the Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications^(Note2)). If you have sold or transferred all your shares in the Company, please disregard this letter and the Request Form on the reverse side.
- 2: 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.

各位非登記持有人^(附註1)：

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。

如閣下欲收取本次公司通訊及本公司日後公司通訊^(附註2)之印刷本，請填妥在本函背面的申請表格，並在申請表格上簽名，然後把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申請表格，可使用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申請表格電郵至 sunacservices.ecom@computershare.com.hk。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。

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: 本函件乃向本公司之非登記持有人（「非登記持有人」指將本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知表示該等人士或公司希望收到公司通訊）發出。倘若閣下已出售或轉讓所持有的所有本公司股份，則無需理會本函及所附申請表格。
- 2: 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。

Request Form 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 would like to receive the Current Corporate Communications and future Corporate Communications* of the Company in the manner as indicated below:

本人／我們希望以下列方式收取 貴公司之本次公司通訊及日後公司通訊*：

(Please mark "X" in ONLY ONE of the following boxes)

(請謹在下列其中一個空格內劃上「X」號)

- to read Current Corporate Communications and all future Corporate Communications* published on the Company's website ("Website Version") in place of receiving printed copies; and receive the Company's printed notification of the publication of Corporate Communications* on its website; OR
瀏覽本次公司通訊及所有日後在本公司網站登載之公司通訊（「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 ONLY; OR
謹收取英文印刷本；或
- to receive the printed Chinese version ONLY; OR
謹收取中文印刷本；或
- to receive both printed English and Chinese versions.
同時收取英文及中文印刷本。

Contact telephone number
聯絡電話號碼

Signature
簽名

Date
日期

Notes 附註：

- This Request Form is to be completed by the non-registered holders of the shares of the Company, whose shares are held in Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Current Corporate Communications. Please complete all your details clearly.
本申請表格應由本公司非登記股份持有人填寫。該等人士的股份存放於中央結算及交收系統（中央結算系統）及他們已經通過香港中央結算有限公司通知本公司，希望收到本次公司通訊文件。請 閣下清楚填妥所有資料。
- 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 other instructions written on this Request Form.
為免存疑，任何在本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 Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

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，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