



## DOWELL SERVICE GROUP CO. LIMITED\*

### 東原仁知城市運營服務集團股份有限公司

(A joint stock company incorporated in the People's Republic of China with limited liability)

(於中華人民共和國註冊成立的股份有限公司)

(Stock Code 股份代號: 2352)

9 February 2024

Dear registered Shareholder(s),

#### Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rule 2.07A of the Rules (the “**Listing Rules**”) Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited regarding the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, DOWELL SERVICE GROUP CO. LIMITED\* (東原仁知城市運營服務集團股份有限公司) (the “**Company**”) is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the “**Corporate Communications**”), which mean any documents issued or to be issued by the Company for the information or action of holders of any of its securities (the “**Shareholders**”), 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; (f) a proxy form; and (g) Actionable Corporate Communications<sup>1</sup>, and only send Corporate Communications in printed form to the Shareholders upon request.

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 [www.dowellservice.com](http://www.dowellservice.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies. The Shareholders are encouraged to proactively monitor the availability of all future Corporate Communications on the websites and access the Website Version<sup>2</sup> of Corporate Communications by themselves.

In respect of Actionable Corporate Communications only, the Company will send such documents to the Shareholders individually in electronic form (i.e. by email). If the Company does not possess the email address of a Shareholder or the email address provided is not functional<sup>3</sup>, the Company will send the Actionable Corporate Communications in printed form together with a request form for soliciting the Shareholder’s functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future, until such time when the Shareholder has provided a valid and functional email address to the Share Register (as defined below) as detailed below for receiving the same.

#### Solicitation of electronic contact details

To ensure timely receipt of the notice of Corporate Communications and Actionable Corporate Communications<sup>1</sup>, the Company recommends you 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, Wan Chai, 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<sup>1</sup> in printed form in the future.**

If you want to receive future Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the Share Registrar or send an email to [ir@dowellservice.com](mailto:ir@dowellservice.com) 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 Company at (86) 023-81155690 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

By order of the Board  
**DOWELL SERVICE GROUP CO. LIMITED\***  
**Ms. Luo Shaoying**  
Chairman and non-executive Director

#### Notes:

1. *Actionable Corporate Communications is any corporate communications 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.*
2. *The version of Corporate Communications that is published, in both English and Chinese, on the Company’s website and the HKEXnews website.*
3. *It is the responsibility of a Shareholder to provide email address that is functional. The Company will be considered to have complied with the Listing Rules if it has sent Corporate Communications to the email address provided by a Shareholder without receiving any “non-delivery message”.*

\*For identification purposes only

