

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 Communications¹, 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 and the HKEXnews website at 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 Version² 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 functional³, 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 Communications¹, 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 Communications¹ 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 <u>ir@dowellservice.com</u> 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:

- 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

Personalized QR Code 專屬二維碼



REPLY FORM 回條	REPLY	FORM	回條
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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) (請從以下選項中**只選擇其中一項**)

Option 1: Provide your email address for receipt of Corporate Communications* and

Actionable Corporate Communications** of the Company via electronic

dissemination by scanning your personalized QR code

選項1: 掃瞄 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

發布的公司通訊*的通知及可供採取行動的公司通訊**

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

如選擇了選項 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 Corporate Communications* of the following listed company (the "Company") via electronic dissemination 選項 2: 本人/吾等現以書面提供本人/吾等之的電子郵件地址・以確保收到以下上市公司(「公司」)通過電子方式發布的日後公司通訊*			
	,以唯体权到以下上巾公司('2	公可」)通過電子方式發布的口俊公可通訊	
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company	上市公司名稱:	
	DOWELL SERVIO 東原仁知城市運營	CE GROUP CO. LIMITED 服務集團股份有限公司	
Email address 電郵地址: (Note 3 / 附註3)	•		
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Option 3: I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable) 選項3: 本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格內劃上「✓」號) receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5) 收取日後公司通訊*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。(例註5)			
Signature(s): ^(Note I) 簽名: <i>(附註1)</i>	Contact number: 聯絡電話號碼:	Date: 日期:	

- Unless otherwise specified, Corporate Communications refer to 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 the annual report, interim report, notice of meeting, circular and proxy form.

 陈芳另看註時、公司雖訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件,其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格。
 Actionable Corporate Communications is any corporate communications is any corporate communications is any corporate communications from issuer's securities holders.
 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援如何行使其有關證券持有人的權利的公司通訊。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "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").
 本質明中所指的「個人資料」與香港法例第 486 章 《個人資料(私種)條例》(「《私種條例》」)中「個人資料」的遊費相同。
 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 volunty 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.
 圖下於本回極所提供的個人資料新用於(包括但不限於)有關公司以電子方式發布公司通訊*及就 閣下持有的公司證券有關的其他事宜上與 閣下聯絡。閣下是自願向本公司提供個人資料。若 閣下未能提供足夠資料・本公司可能無法處理閣下在本回條上所述的指示及/可要求。
 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.
 公司可然任何所說明的用法或在法例规定的情况下,系 阁下的超入資料接触等接触公司的附屬公司、股份過戶處、及/或其他公司或團體・並將在適當期間保留該等個人資料作核實及紀錄用途。
 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 in writing, by mail to the Hong Kong Privacy Officer of the Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk。
 图下有程度模像(私種模別)的條文查閱及或修改 閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 楼)向香港種私主任提出、或發送電報 PrivacyOfficer@computershare.com.hk。

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 the mailing label and stick it on an envelope to return this form to us. No postage is necessary if posted in Hong Kong.

> 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