



SHIMAO SERVICES HOLDINGS LIMITED

世茂服務控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號：873)

30 April 2024

Dear Shareholder(s),

Notification of publication of 2023 Annual Report, Circular dated 30 April 2024 in relation to General Mandate to Issue and Buy Back Shares, Re-election of Directors, Notice of Annual General Meeting together with form of proxy (collectively, the “Current Corporate Communications”) and 2023 Sustainability Report

We hereby notify you that the Current Corporate Communications of Shimao Services Holdings Limited (the “Company”), in both English and Chinese versions, is now available on the Company’s website at www.shimaofuwu.com. You may access the Current Corporate Communications under the Investor Relations section on the Company’s website. If you have elected to receive the Corporate Communication^(Note) in printed form, the Current Corporate Communications in printed form of your selected language(s) are enclosed.

If you wish to receive the printed copies of the Current Corporate Communications, please complete Part A of the request form (the “Request Form”) (at the back of this letter) and return it to the Company’s branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited by post (using the mailing label provided) or by email at 873-ecom@hk.tricorglobal.com. The printed copies of the Current Corporate Communications will be sent to you free of charge upon receipt of your request. If you have elected (or are deemed to have elected) to access the Corporate Communication by electronic means through the Company’s website at www.shimaofuwu.com but for any reason have difficulty in receiving or gaining access to the Corporate Communication, or wish to receive them in printed form, the Company will promptly upon receiving your written request send the Corporate Communication to you in printed form free of charge.

You may at any time change your choice of language or means of receipt of the Company’s all future Corporate Communications, free of charge, by completing Part B of the Request Form (at the back of this letter) and returning it to Tricor Investor Services Limited.

Please note that the Company’s 2023 Sustainability Report is published in electronic form only under the Investor Relations section on the Company’s website (www.shimaofuwu.com) and on the HKExnews website (www.hkexnews.hk). If you wish to receive a printed copy of 2023 Sustainability Report, you may submit your request to Tricor Investor Services Limited by post at 17th Floor, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

Should you have any queries relating to this letter, please contact Customer Service Hotline of Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully,

For and on behalf of

Shimao Services Holdings Limited

Hui Sai Tan, Jason

Chairman

Note: Corporate Communication refers to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.

敬啟者：

2023年報、日期為2024年4月30日有關發行及回購股份之一般授權、重選退任董事、股東週年大會通告之通函及代表委任表格(統稱「是次公司通訊」)及2023年可持續發展報告之發佈通知

世茂服務控股有限公司(「本公司」)現謹通知閣下，本公司是次公司通訊之英文及中文版本，現已登載於本公司網站 www.shimaofuwu.com。閣下現可於本公司網站內「投資者關係」一欄閱覽是次公司通訊。如閣下已選擇收取公司通訊^(附註)之印刷本，現隨函附上。閣下所選擇之語言版本的是次公司通訊之印刷本。

倘閣下擬收取是次公司通訊的印刷本，請填妥申請表格(「申請表格」)(於本函的背頁)的甲部及利用郵寄標籤寄回本公司之股份過戶及登記香港分處卓佳證券登記有限公司或經電郵至 873-ecom@hk.tricorglobal.com。本公司會應閣下的要求，免費發送是次公司通訊的印刷本予閣下。倘閣下選擇(或被視為已選擇)透過本公司的網站 www.shimaofuwu.com 以電子方式閱覽公司通訊，但因任何理由於收取或接收公司通訊時遇到困難，或擬收取印刷本，本公司在收到閣下的書面要求後會立即向閣下免費發送該公司通訊之印刷本。

閣下可隨時更改收取本公司所有日後公司通訊的語言版本或收取方式的選擇，費用全免。請填寫申請表格(於本函的背頁)的乙部，然後把表格交回卓佳證券登記有限公司。

請知悉本公司之2023年可持續發展報告僅以電子形式刊載於本公司網站(www.shimaofuwu.com)內「投資者關係」一欄及香港交易所披露易網站(www.hkexnews.hk)。若閣下欲索取本公司之2023年可持續發展報告的印刷本，閣下可向卓佳證券登記有限公司提出有關要求，並郵寄至香港夏慤道16號遠東金融中心17樓。

倘閣下對本函有任何疑問，請於星期一至五(香港公眾假期除外)上午9時至下午6時致電卓佳證券登記有限公司客戶服務熱線(852) 2980 1333查詢。

此致

列位股東 台照

代表

世茂服務控股有限公司

主席

許世壇

謹啟

2024年4月30日

附註： 公司通訊指由本公司發出或將予發出以供本公司證券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、財務摘要報告(如適用)、中期報告、中期摘要報告(如適用)、季度報告、會議通告、上市文件及通函。

