Xinyuan Property Management Service (Cayman) Ltd.

鑫苑物業服務集團有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島莊冊成立之有限公司) (Stock Code 股份代號:1895)

NOTIFICATION LETTER 通知信函

30 April 2024

Dear Registered Shareholders.

Xinyuan Property Management Service (Cayman) Ltd. (the "Company")

 Notice of publication of 2023 Annual Report, Circular in relation to proposals for general mandates and re-election of retiring directors, and notice of annual general meeting, Proxy Form (the "Current Corporate Communication") and 2023 Environmental, Social and Governance Report

The English and Chinese versions of the Company's Current Corporate Communications are now available on the Company's website at www.xypm.hk and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk respectively (the "Website Version"). The Company strongly recommends you to access the Website Version of the Current Corporate Communication and all future Corporate Communications (Note).

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communication and all future Corporate Communications in printed form, please complete, sign the enclosed Reply Form and return it to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited ("Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to 1895-ecom@hk.tricorglobal.com. The Company will send the Current Corporate Communications to you in printed form free of charge upon your request.

It is the responsibility of registered shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing, signing the enclosed Reply Form and returning to the Branch Share Registrar at the abovementioned address by post or by email to 1895-ecom@hk.tricorglobal.com. If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications ("Notice of Publication") and Actionable Corporate Communications in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

The 2023 Environmental, Social and Governance Report of the Company is published in electronic form only on the Company's website and the Stock Exchange's website. You may access the 2023 Environmental, Social and Governance Report by clicking "Sustainable Development" under "Investor" on the homepage of the Company's website, or on the Stock Exchange's website.

Should you have any queries relating to this notification, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding public holidays).

Yours faithfully,

Xinyuan Property Management Service (Cayman) Ltd. SHEN Yuan-Ching

Chairman, Executive Director and Chief Executive Officer

Note:

Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form

Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.

各位登記股東:

鑫苑物業服務集團有限公司(「本公司」)

一刊發2023年年報、有關一般授權及重選退任董事之建議及股東週年大會通告之通函及代表委任書(「本次公司通訊」)以及2023年環境、社會及管治報告之刊發通知

本公司的本次公司通訊之中、英文版本已分別上載於本公司網站(www.xypm.hk)及香港聯合交易所有限公司(「聯交所」)之網站(www.hkexnews.hk)(「網站版本」)。我們 建議 閣下閱覽本公司本次及日後公司通訊^(原注)的網站版本。如 閣下已選擇收取公司通訊的印刷本,隨函附上本次公司通訊。

如 閣下因任何理由無法以電子郵件方式收取或閱覽公司通訊的網站版本及欲索取本次公司通訊及日後公司通訊的印刷本,請填妥及簽署隨附之回條,並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處(「股份過戶登記分處」)卓佳證券登記有限公司(地址為香港夏慤道16號遠東金融中心17樓)(如在香港投寄毋須貼上郵票),或電郵至1895-ecom@hk.tricorglobal.com。本公司會因應 閣下之要求寄上公司通訊的印刷本,費用全免。

登記股東有責任提供有效的電子郵件地址。如 閣下尚未提供 閣下之電子郵件地址予本公司,或需更新 閣下之電子郵件地址,本公司建議 閣下填妥及簽署隨附之回條,並按上述地址以郵寄方式交回本公司的股份過戶登記分處或以電郵方式發送至1895-ecom@hk.tricorglobal.com。如果本公司沒有收到 閣下的有效電子郵件地址, 閣下將無法透過電子郵件方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊。本公司只能以印刷本方式向 閣下發送登載通知及可供採取行動的公司通訊之印刷本予 閣下,直至股份過戶登記分處收到 閣下有效的電子郵件地址為止。

本公司之2023年環境、社會及管治報告僅以電子形式登載於本公司網站及聯交所網站。 閣下如欲查閱2023年環境、社會及管治報告,可於本公司網站主頁「投資者關係」項下選項按「可持續發展」,亦可瀏覽聯交所網站。

倘 閣下對本通知有任何查詢,請於星期一至星期五(公眾假期除外)上午9時至下午6時,致電股份過戶登記分處熱線(852) 2980 1333。

鑫苑物業服務集團有限公司 主席、執行董事兼行政總裁 申元**慶** 謹啓

2024年4月30日

附註: 公司通訊包括本公司發佈或將子發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件,其中包括但不限於(a)董事會報告,公司年度帳目連同核數師報告以及(如適用)財務簡要報告;(b)中期報告及(如適用)中期簡要報告;(c)季度報告(如有);(d)會議通告;(e)上市文件;(f)通函;及(g)代表委任表格。

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Xinyuan Property Management Service (Cayman) Ltd. (the "Company") (Stock Code: 1895)

(Incorporated in the Cayman Islands with limited liability)

c/o Tricor Investor Services Limited

17/F, Far East Finance Centre,

16 Harcourt Road, Hong Kong

致: 鑫苑物業服務集團有限公司(「本公司」)

(股份代號:1895)

(於開曼群島註冊成立之有限公司)

經卓佳證券登記有限公司

香港夏慤道16號

遠東金融中心17樓

中面	ilidicated below.
	本人/我們現欲以下列方式收取本次公司通訊及

I/We would like to receive the Current Corporate Communication and all future Corporate Communications and Actionable Corporate Communications in printed form in the manner

將來所有公司通訊及可供採取行動的公司通訊之印刷本: (Please mark "√" in ONLY ONE of the following boxes 請從下列選擇中,僅在其中一個空格內劃上「✓」號)

I/Wa would like to receive a printed copy in the English language only: OP

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(Please provide the email address in English Capital Letters)

(請以英文正楷填寫電郵地址)

Name(s) of Shareholder(s): 股東姓名:

(Please use BLOCK LETTERS 請用正楷填寫)

Signature:

簽名:

地址:

(Please use BLOCK LETTERS 請用正楷填寫)

Contact telephone number: 聯絡電話號碼:

Date: 日期:

Address:

- NEXT: Please complete and sign this form and return it by cutting and sticking the prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong, Tricor Investor Services Limited or via email to 1895-ecom@hk.tricorglobal.com.
 清埔英及豪奢本表榜。並以應附上預付前數的第本權應起於信封上,寄回本公司之審連股份過戶登記分應自性證券登記有限公司。或電郵至1895-ecom@hk.tricorglobal.com。
 Please complete this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void. 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 form in order to be valid.
- 爾用東海南水民族。即陳正古本有目山西曆,泛丹東台東公月近期地及為,,用應用数。 文明傳統 如果中國東京東京中國東京市政府未由市政府主張以下一、田東東古河東京政府,田東京市政府大學, 計畫 above instruction for part A will apply to all future Corporate Communications to see sent to you until you notify otherwise by reasonable notice in writing to the Company share a part of the Company will be required if a shareholder prefer to continue receiving to continue receiving to continue receiving to the Company shareholder prefer to continue receiving to continue receiving to provide the Company shareholder prefer to continue receiving to continue receiving to provide the Company shareholder prefer to continue receiving to continue receiving to provide the Company shareholder prefer to the Company shareholder prefer to continue receiving to the Company shareholder prefer to continue receiving to the Company shareholder prefer to continue receiving to the Company shareholder prefer to the Company shareholder 步書而請求
- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed form of any version(s) of the Corporate

- If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form on the Corporate Communications.

 若公司通訊的英文版本会件為一份文件,則公司通訊的英文版本会件為一份文件,则公司通讯的英文版本及中文版本的印刷版本解卷绘要求家取任一版本公司通讯印刷版本的股東。

 指 is the responsibility of the Shareholders to provide email address that is functional. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, such Shareholder will be deemed, until such time when such Shareholder has provided a valid and functional email address to the Share Registrar, to have elected to receive a notice of publication of the Corporate Communications by post.

 佛若本公司並無股東的資金子鄉什地走政所提供的電子鄉件地址為止。

 For the avoidance of doubt, we do not accept any special instructions written on this form.

 為免產生疑問,在本表格作出的任何部外手寫指示,公司將不予受理。

 Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary interim report, if any; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

 公司通讯包括本公司费修成郑子旁龄此及其任的题券符号人或投资大家参照或採取行動的任何文件,其中包括包不限款(a)董事會報告,公司在报酬自建同核數師報告以及、知應用,財務練要報告;(b)中期報告及(如應用,中期接要報告;(c)季度報告(如有);(d) 會議場告;(e)上市文件;(f)通函;(g)代表委任表格。
- 公司通讯记6年公司资师规府了货币以托共任间运货持有人采收資人本参照或体权门划时任则文件,共平包括但不模式(4)里事曾報告,公司并投票日建印修数即報告以及(划选用) 會議通告:(e)上市文件:(f)通函:(g)代表委任表格。 Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders 可供採取行動的公司通訊是指任何涉及要求股東指示其擬如何行使其有關股東權利的公司通訊。

隱主任

Please cut the mailing label and stick it on an envelope to return this Reply Form to us.

No postage is necessary if posted in Hong Kong.

當 閣下寄回本回條時,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。

Mailing Label 郵寄標籤

Tricor Investor Services Limited 卓佳證券登記有限公司 Freepost No. 簡便回郵號碼: 10 GPO Hong Kong 香港

