



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

29 April 2024

Dear Registered Shareholders,

Sunac Services Holdings Limited (the “Company”)

– Notice of Publication of 2023 Annual Report, Circular dated 29 April 2024 together with Notice of Annual General Meeting and Proxy Form (the “Current Corporate Communications”)

The Current Corporate Communications of the Company have been published in English and Chinese versions and are available on the website of Hong Kong Exchanges and Clearing Limited (“HKEXnews”) at www.hkexnews.hk and the Company’s website at www.sunacservice.com. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company’s website for any reason, please send your request (specifying your name, address and request) by email at sunacservices.ecom@computershare.com.hk or by notice in writing to the Company’s Hong Kong branch share registrar (the “Hong Kong Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

New Arrangements on Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) that came into effect on 31 December 2023, the Company is writing to inform you that the Company has adopted electronic dissemination of its corporate communications (the “Corporate Communications”).

Corporate Communications

Corporate Communications include 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 (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; and (f) a proxy form.

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.sunacservice.com and the HKExnews website at www.hkexnews.hk in place of printed copies (except for the Actionable Corporate Communications as described below).

Pursuant to the current Articles of Association of the Company, a notice of publication of the Corporate Communications on the websites will be sent by the Company to you on the publication date of the Corporate Communications. The Company is planning to amend the relevant provisions of its Articles of Association. Before the relevant amendments to the Articles of Association take effect, the Company will comply with the relevant requirements of the currently effective Articles of Association.

Actionable Corporate Communications

Actionable Corporate Communications refer to any corporate communication that seeks instructions from the issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder, including but not limited to election forms in connection with a dividend payment (e.g. choice of scrip or cash dividend, currency); excess application forms or provisional allotment letters in connection with a rights issue; and acceptance forms in connection with takeovers, mergers and share buy-backs (including acceptance forms in general offers and acceptance and approval form in partial offers).

The Company will send the Actionable Corporate Communications to you in electronic form (by email). If the Company does not possess your email address or the email address provided by you is not functional, the Company will send the Actionable Corporate Communication in printed form together with a request form for soliciting your functional email address to facilitate electronic dissemination of Actionable Corporate Communications in the future.

Solicitation of Email Addresses

To ensure timely receipt of the latest Corporate Communications and Actionable Corporate Communications, the Company recommends that 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 Hong Kong Share Registrar, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or by email to sunacservices.ecom@computershare.com.hk.

If the Company does not receive a functional email address, until such time that the functional email address is received, (i) you will be unable to receive any notifications regarding the publication of Corporate Communications on the Company’s website and the HKExnews website by email; (ii) you are recommended to proactively check the Company’s website and the HKExnews website to keep up with the publication of Corporate Communications in a timely manner; and (iii) 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.

Request for Printed Copies of Corporate Communications and Actionable Corporate Communications

If you want to receive future Corporate Communications and Actionable Corporate Communications in printed form, please complete and return the enclosed Reply Form to the Hong Kong Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or send an email to sunacservices.ecom@computershare.com.hk specifying your name, address and request to receive the Corporate Communications and Actionable Corporate Communications in printed form. Please note that such instruction shall be valid unless being revoked or superseded or until invalidated on the last day of the following financial year of the Company (whichever is earlier).

Please be reminded that provision of your correct and effective contact details (including email address and mailing address) to the Company and/or the Hong Kong Share Registrar is critically important, and any mistakes in such details may result in failure of delivery of the Company’s Corporate Communications and/or Actionable Corporate Communications to you timely in the future.

Should you have any queries relating to this letter, please contact the Hong Kong Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of
Sunac Services Holdings Limited

各位登記股東：

**融創服務控股有限公司（「本公司」）
– 2023 年年度報告、2024 年 4 月 29 日的股東週年大會通函及委任表格（「本次公司通訊文件」）之發佈通知**

本公司的本次公司通訊文件備有中、英文版本，並已上載於香港交易及結算所有限公司（「披露易」）網站 www.hkexnews.hk 及本公司網站 www.sunacservice.com，歡迎瀏覽。閣下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難，閣下可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到 sunacservices.ecom@computershare.com.hk 或以書面方式郵寄致本公司的香港股份過戶登記分處（「香港股份過戶登記處」）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。本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本。

發佈公司通訊之新安排

根據自 2023 年 12 月 31 日起生效的香港聯合交易所有限公司證券上市規則（「上市規則」）第 2.07A 條，本公司謹此書面通知閣下，本公司已採用以電子方式發佈其公司通訊（「公司通訊」）之安排。

公司通訊

公司通訊包括本公司發佈或將予發佈為向其任何證券持有人參照或採取行動的任何文件，包括但不限於(a) 董事會報告、年度賬目連同核數師報告及（如適用）其財務摘要報告副本；(b) 中期報告及（如適用）其中期摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 代表委任表格。

請注意，所有日後公司通訊的中英文版將在本公司網站 www.sunacservice.com 和披露易網站 www.hkexnews.hk 上以電子方式提供，以代替印刷本（下文所述的可供採取行動的公司通訊除外）。

根據本公司現有組織章程細則，公司通訊於網站上刊發的通知將由本公司於公司通訊刊發日期向閣下寄發。本公司擬修訂其組織章程細則相關條款。相關組織章程細則修訂生效前，本公司將遵守現時有效的組織章程細則的相關要求。

可供採取行動的公司通訊

可供採取行動的公司通訊指任何涉及尋求發行人證券持有人指示其擬如何行使其作為發行人證券持有人的權利或作出選擇的公司通訊，包括但不限於有關派付股息的選擇表格（例如選擇以股代息或現金股息、貨幣）、有關供股的額外申請表格或暫定配額通知書；及有關收購、合併及股份回購的接納表格（包括全面要約的接納表格以及部分要約的接納及批准表格）。

本公司將以電子方式（通過電郵）向閣下個別寄發可供採取行動的公司通訊。如本公司並無獲取閣下的電郵地址或其提供的電郵地址無效，本公司將以印刷本形式向其寄發可供採取行動的公司通訊，連同一份索取閣下有效電郵地址的表格，以便將來以電子方式發佈可供採取行動的公司通訊。

徵求電郵地址

為確保及時收到最新的公司通訊及可供採取行動的公司通訊，本公司建議閣下通過掃描本函附件回條（「回條」）上列印的閣下專屬二維碼來提供閣下的電郵地址。或者閣下也可以簽署附件回條並交回香港股份過戶登記處，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓或發送電郵至 sunacservices.ecom@computershare.com.hk。

如本公司並無收到閣下的有效電郵地址，在收到閣下有效的電郵地址前，(i) 閣下將無法以電郵收取任何有關在本公司網站和披露易網站上刊發公司通訊的通知；(ii) 建議閣下主動查看本公司網站和披露易網站以適時留意公司通訊的刊發；及 (iii) 本公司未來將以印刷本形式發送可供採取行動的公司通訊，連同一份索取股東有效電郵地址的表格，以便將來以電子方式發佈可供採取行動的公司通訊。

索取公司通訊及可供採取行動的公司通訊的印刷本

如閣下希望收取日後公司通訊及可供採取行動的公司通訊之印刷本，請填妥附件回條並交回香港股份過戶登記處，地址為香港灣仔皇后大道東 183 號合和中心 17M 樓，或發送電郵至 sunacservices.ecom@computershare.com.hk，並註明閣下的姓名、地址以及收取公司通訊及可供採取行動的公司通訊的印刷本的要求。請注意，該指示將一直有效，直至被撤銷或取代或直至本公司下一個財政年度的最後一天到期（以較早者為準）。

本公司謹此提醒閣下，向本公司、香港股份過戶登記處及/或中介公司提供閣下正確及有效的聯系方式（包括電郵地址及郵寄地址等）至關重要，任何資料錯誤可能導致閣下無法及時接收本公司發佈的公司通訊及/或可供採取行動的公司通訊。

如閣下對本函件有任何疑問，請於星期一至星期五（香港公眾假期除外）上午 9 時正至下午 6 時正（香港時間）的辦公時間致電香港股份過戶登記處(852) 2862 8688 查詢。

融創服務控股有限公司
謹啟

2024 年 4 月 29 日

