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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)

(Stock Code: 1895)

CHANGE OF COMPANY SECRETARY AND AUTHORISED REPRESENTATIVE

The board (the “**Board**”) of directors (the “**Directors**”) of Xinyuan Property Management Service (Cayman) Ltd. (the “**Company**”) announces that Mr. Tso Ping Cheong Brian (“**Mr. Tso**”) has resigned as (i) the company secretary of the Company (the “**Company Secretary**”); (ii) an authorised representative of the Company as required under Rule 3.05 of the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**LR3.05 Authorised Representative**”); and (iii) an authorised representative of the Company for accepting service of process and notices on behalf of the Company as required under Part 16 of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (the “**Companies Ordinance**”) and the person authorised to accept service of process and notices on the Company’s behalf under Rule 19.05(2) of the Listing Rules (the “**CO and LR19.05 Authorised Representative**”), all with effect from 26 February 2025.

Mr. Tso has confirmed that he has no disagreement with the Board and that there is no matter relating to his resignation that needs to be brought to the attention of the shareholders of the Company and the Stock Exchange.

The Board would like to take this opportunity to express its sincere gratitude to Mr. Tso for his contribution to the Company during the tenure of his service.

Following Mr. Tso’s resignation, Ms. Chan Charmayne (“**Ms. Chan**”) has been appointed as the Company Secretary, a LR3.05 Authorised Representative and the CO and LR19.05 Authorised Representative, all with effect from 26 February 2025.

The biographical information of Ms. Chan is as follows:

Ms. Chan has worked for Acclime Corporate Services Limited, a corporate services provider, since September 2018 and was appointed as its director in July 2019. She has over 17 years of experience in company secretarial field. She had served in a law firm and listed companies and has extensive experience in performing full range of company secretarial duties for listed companies (the shares of which are listed on the Main Board or GEM of the Stock Exchange) and private companies of major jurisdictions. She is currently the company secretary of PuraPharm Corporation Limited (stock code: 1498), Finland Living Services Group Limited (stock code: 9978), Bright Future Technology Holdings Limited (stock code: 1351), China MeiDong Auto Holdings Limited (stock code: 1268) and Ascentage Pharma Group Internation (stock code: 6855) and the joint company secretary for each of Redsun Services Group Limited (stock code: 1971), Redsun Properties Group Limited (stock code: 1996) and Wise Living Technology Co., Ltd (stock code: 2481).

Ms. Chan has been a Chartered Governance Professional awarded by The Chartered Governance Institute (the “CGI”) and The Hong Kong Chartered Governance Institute (the “HKCGI”) since March 2019 and an associate member of the HKCGI since January 2014 and an elected associate of the CGI since January 2014. She obtained a master’s degree in corporate governance from the Hong Kong Polytechnic University in Hong Kong in October 2013 and a bachelor’s degree in business administration and management from the University of Huddersfield in the United Kingdom through distance education in November 2007. Ms. Chan meets the qualification requirements for company secretary under Rule 3.28 of the Listing Rules.

The Board would like to extend a warm welcome to Ms. Chan on her new appointment.

By Order of the Board

Xinyuan Property Management Service (Cayman) Ltd.

SHEN Yuan-Ching

Chairman, Executive Director and Chief Executive Officer

Hong Kong, 26 February 2025

As at the date of this announcement, the Board comprises Mr. SHEN Yuan-Ching, Mr. FENG Bo and Mr. WANG Yong as executive directors; Mr. TIAN Wenzhi as non-executive director; and Mr. LI Yifan, Mr. LAN Ye, Mr. LING Chenkai and Ms. ZHAO Xia as independent non-executive directors.