

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)

5 March 2021

Dear Shareholders,

Election of Means of Receipt and Language of Corporate Communications

Pursuant to Rules 2.07A and 2.07B of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and the articles of association of Shimao Services Holdings Limited (the “**Company**”), the Company is making available to you the following options for you to elect means of receipt of future corporate communications of the Company (the “**Corporate Communication(s)**”), which means any document(s) issued or to be issued by the Company for the information or action of any holders of the Company’s 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, in the following manners:

- Option 1: to access all future Corporate Communications by electronic means through the Company’s website at www.shimaofuwu.com (the “**Website Version**”) instead of receiving printed copies, and receive a notification of the publication of the Corporate Communications on the Company’s website; or
- Option 2: to receive the printed English version of all future Corporate Communications only; or
- Option 3: to receive the printed Chinese version of all future Corporate Communications only; or
- Option 4: to receive both the printed English and Chinese versions of all future Corporate Communications.

To support environmental protection and enhance efficient communication with you, the Company encourages and recommends that you select Option 1 above to receive the Website Version of all future Corporate Communications. To make your election, please complete the enclosed reply form (the “**Reply Form**”) in accordance with the instructions printed thereon and sign and return it by mail or by hand to the Company c/o the branch share registrar and the transfer office of the Company in Hong Kong (the “**Share Registrar**”), Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong. If you post the Reply Form in Hong Kong, you may use the freepost mailing label provided when returning the Reply Form to the Company. If you are mailing the Reply Form from overseas, please affix an appropriate stamp. You may also send email with a scanned copy of the duly completed and signed Reply Form to 873-ecom@hk.tricorglobal.com.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 2 April 2021, and until you inform the Company c/o the Share Registrar by reasonable prior notice in writing to Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong or by email to 873-ecom@hk.tricorglobal.com, you are deemed to have agreed to receive the Website Version of all future Corporate Communications, and a notification of the publication of the Corporate Communications on the Company’s website will be sent to you in the future.

You are entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registrar at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong or by email to 873-ecom@hk.tricorglobal.com to change your choice of means of receipt and/or language of all future Corporate Communications. Even if you have chosen (or are deemed to have agreed) to receive the Website Version of all future Corporate Communications but for any reason have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company or the Share Registrar will, upon your request in writing or by email to 873-ecom@hk.tricorglobal.com, send the printed form of the Corporate Communications to you in the selected language version(s) free of charge.

Please note that printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Share Registrar on request. The Website Version of all future Corporate Communications will also be available on the Company’s website at www.shimaofuwu.com and the website of the Stock Exchange at www.hkexnews.hk.

Should you have any query relating to this letter, please call the dial-up hotline of the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 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

各位股東：

選擇公司通訊之收取方式及語言版本

根據香港聯合交易所有限公司(「**聯交所**」)證券上市規則第2.07A條及第2.07B條以及世茂服務控股有限公司(「**本公司**」)的組織章程細則，本公司現向閣下提供下列方案，以供選擇收取日後本公司之公司通訊(「**公司通訊**」)，此乃指本公司發出或將予發出以供本公司任何證券之持有人參照或採取行動之文件，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)財務摘要報告；(b)中期報告及(如適用)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。

方案一：透過本公司網站www.shimaofuwu.com以電子方式存取所有日後公司通訊(「**網上版本**」)，以代替收取印刷本，並收取公司通訊已在本公司網站登載之通知；或

方案二：僅收取所有日後公司通訊之英文印刷本；或

方案三：僅收取所有日後公司通訊之中文印刷本；或

方案四：同時收取所有日後公司通訊之英文及中文印刷本。

為支持環保及促進與閣下之有效溝通，本公司鼓勵及推薦閣下選擇上述方案一以收取所有日後公司通訊之網上版本。為方便閣下作出選擇，請根據隨本函附上之回條(「**回條**」)上所列印之指示填妥及簽署，並郵寄或親身交回本公司於香港之股份過戶登記分處(「**股份過戶登記處**」)卓佳證券登記有限公司，地址為香港皇后大道東183號合和中心54樓，再轉交本公司。如閣下於香港投寄回條，可使用已提供之免郵費郵寄標籤將回條寄回本公司。如閣下於海外投寄回條，則請貼上適當郵票。閣下亦可將已適當地填妥並簽署的回條掃描本電郵至873-ecom@hk.tricorglobal.com。

倘若本公司於二零二一年四月二日或之前尚未收到閣下已填妥並簽署之回條或表示反對之任何書面回覆，及直至閣下透過股份過戶登記處發出合理之事前書面通知至香港皇后大道東183號合和中心54樓或電郵至873-ecom@hk.tricorglobal.com以通知本公司，閣下將被視為已同意收取所有日後公司通訊之網上版本，而本公司日後將向閣下發送公司通訊已在本公司網站登載之通知。

閣下有權隨時透過股份過戶登記處發出合理之事前書面通知至香港皇后大道東183號合和中心54樓或電郵至873-ecom@hk.tricorglobal.com以通知本公司，更改閣下就收取所有日後公司通訊之收取方式及/或語言版本之選擇。即使閣下已選擇(或被視為已同意)收取所有日後公司通訊之網上版本，如因任何理由以致收取或接收公司通訊之網上版本時出現困難，本公司或股份過戶登記處將於收到閣下之書面要求或電郵至873-ecom@hk.tricorglobal.com後，按閣下所選擇的語言，免費寄送公司通訊之印刷本。

請注意，本公司或股份過戶登記處應要求提供本公司所有日後公司通訊之英文及中文印刷本，所有日後公司通訊亦將於本公司網站www.shimaofuwu.com及聯交所網站www.hkexnews.hk登載。

如閣下對本函有任何疑問，請於辦公時間內(星期一至星期五上午9時正至下午5時正，香港公眾假期除外)致電股份過戶登記處電話熱線(852) 2980 1333查詢。

代表

世茂服務控股有限公司

主席

許世壇

謹啟

2021年3月5日