



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)

23 April 2021

Dear Shareholder(s),

Notification of publication of 2020 Annual Report, Circular dated 23 April 2021 in relation to General Mandates to Issue and Buy Back Shares, Re-election of Retiring Directors and Notice of Annual General Meeting together with form of proxy (collectively the “Current Corporate Communications”)

We hereby notify you that the Current Corporate Communications of Shimao Services Holdings Limited (the “Company”), in both English and Chinese versions, are now available on the Company’s website at www.shimaofuwu.com. You may access the 2020 Annual Report under the Investor Relations section and the Circular dated 23 April 2021 (which includes the notice of annual general meeting) as well as the form of proxy under the Announcements/Press Center 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.

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：

2020年報、日期為2021年4月23日有關發行及回購股份之一般授權、重選退任董事以及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」)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2020年報及於「公告資訊／新聞中心」一欄閱覽日期為2021年4月23日的通函(包括股東週年大會通告)以及代表委任表格。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。

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

2021年4月23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。

REQUEST FORM 申請表格

To: **Shimao Services Holdings Limited (the "Company")**
(Stock Code: 873)
c/o Tricor Investor Services Limited
Level 54, Hopewell Centre
183 Queen's Road East, Hong Kong

致：**世茂服務控股有限公司(「本公司」)**
(股份代號：873)
經卓佳證券登記有限公司
香港皇后大道東183號
合和中心54樓

Part A – I/We would like to receive the Current Corporate Communications of the Company as indicated below:
甲部 – 本人／吾等希望以下列方式收取本公司是次公司通訊：

(Please mark (X) in the following box 請於下列空格內劃上「X」號)

- to receive **printed copies** of the Current Corporate Communications.
收取是次公司通訊之**印刷本**。

Part B – I/We would like to change the choice of language or means of receipt of future Corporate Communications of the Company as indicated below:
乙部 – 本人／吾等希望更改收取本公司日後公司通訊之語言版本或收取方式之選擇：

(Please mark (X) in **ONLY ONE** of the following boxes 請從下列各空格只選取**其中一個**空格內劃上「X」號)

- to read the **website version** of all future Corporate Communications on the Company's website in lieu of receiving printed copies; and to receive a notification letter of the availability of the Corporate Communication on the Company's website; OR
於本公司網站閱覽所有日後公司通訊之**網上版本**，以代替收取印刷本，並收取公司通訊在本公司網站已發佈之通知信函；或
- to receive the **printed English version** of all future Corporate Communications **ONLY**; OR
僅收取所有日後公司通訊之**英文印刷本**；或
- to receive the **printed Chinese version** of all future Corporate Communications **ONLY**; OR
僅收取所有日後公司通訊之**中文印刷本**；或
- to receive **both the printed English and Chinese versions** of all future Corporate Communications.
同時收取所有日後公司通訊之**英文及中文印刷本**。

Name(s) of Shareholder(s):

股東姓名：_____

(Please use ENGLISH BLOCK LETTERS 請用英文正楷填寫)

Signature:

簽署：_____

Contact Telephone Number:

聯絡電話號碼：_____

Date:

日期：_____

Notes:

附註：

- Please complete, sign and return this request form to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited, by post (using the mailing label as indicated below) or by email at 873-ecom@hk.tricorglobal.com.
請填妥及簽署此申請表格，並經郵遞(按下述之指示使用郵寄標籤)或電郵至873-ecom@hk.tricorglobal.com交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。
- The instruction under Part B above will apply to all future Corporate Communications to be sent to you until you inform us otherwise.
上述乙部的指示將適用於日後向閣下發出的所有公司通訊，直至閣下另行通知為止。
- 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 request form in order to be valid.
如屬聯名股東，則此申請表格須由在本公司股東名冊上就聯名持有股份而其姓名列首位的股東簽署，方為有效。
- For the avoidance of doubt, we do not accept any special instruction written on this request form.
為免存疑，任何在此申請表格上手寫的額外指示，將不獲處理。

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

No postage stamp is required for local mailing.

當閣下寄回此表格時，請將此郵寄標籤剪貼於信封上。
如在本港投寄，則毋須貼上郵票。

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：37
Hong Kong 香港