



## Greentown Service Group Co. Ltd.

### 綠城服務集團有限公司

(a company incorporated under the laws of the Cayman Islands with limited liability)

(根據開曼群島法律註冊成立的有限公司)

(Stock Code 股份代號：2869)

## NOTIFICATION LETTER 通知信函

31 May 2023

Dear Shareholder(s),

**Greentown Service Group Co. Ltd. (the “Company”)**  
**– Notice of Publication of Supplemental Circular of 2022 Annual General Meeting together with Revised Proxy Form (the “Current Corporate Communications”)**

The English and Chinese versions of the Current Corporate Communications are available on the Company’s website at [www.lvchengfuwu.com](http://www.lvchengfuwu.com) and the HKEXnews’s website at [www.hkexnews.hk](http://www.hkexnews.hk). If you have elected to receive corporate communications\* in printed form, the printed form (or forms) of the Current Corporate Communications are enclosed.

If you would like to receive future corporate communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form), please complete the Change Request Form on the reverse side of this letter and sign and return it by post or by hand delivery to the Company c/o its Hong Kong Branch Share Registrar (the “**Hong Kong Branch Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong. If you post your reply in Hong Kong, you may use the mailing label in the Change Request Form and need not affix a stamp on the envelope when returning your Change Request Form. Otherwise, please affix an appropriate stamp. You may also send an email with a scanned copy of the Change Request Form to [gsgh.ecom@computershare.com.hk](mailto:gsgh.ecom@computershare.com.hk). The Change Request Form may also be downloaded from the Company’s website at [www.lvchengfuwu.com](http://www.lvchengfuwu.com) or the HKEXnews’s website at [www.hkexnews.hk](http://www.hkexnews.hk).

If you have elected (or are deemed to have elected) to receive the Current Corporate Communications in electronic form on the Company’s website and for any reason have difficulty in obtaining access to corporate communications on the Company’s website, the Company will upon request send the Current Corporate Communications to you in printed form free of charge.

You may at any time by reasonable notice in writing to the Company (send to the Hong Kong Branch Share Registrar at the above address or by email to [gsgh.ecom@computershare.com.hk](mailto:gsgh.ecom@computershare.com.hk)) to receive future corporate communications from the Company in printed form instead of in electronic form on the Company’s website (or in electronic form on the Company’s website instead of in printed form).

Should you have any questions in relation to this letter, please call the telephone hotline of the Hong Kong Branch Share Registrar at (852) 2862 8688 during business hours from 9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays.

By order of the Board  
Greentown Service Group Co. Ltd.  
**YANG Zhangfa**  
Chairman

\* Corporate Communications includes but not limited to: (a) the directors’ report, its annual financial statements 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.

各位股東：

**綠城服務集團有限公司 (「本公司」)**  
**2022年股東週年大會補充通函連同經修訂代表委任表格 (「本次公司通訊」)**

本次公司通訊英文及中文版已上載於本公司網站 [www.lvchengfuwu.com](http://www.lvchengfuwu.com) 及香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk)。如閣下已選擇收取公司通訊之印刷本，本次公司通訊隨本函附上。

如閣下欲收取本公司日後公司通訊之印刷本，以取代於本公司網站登載的電子本(或收取於本公司網站登載的公司通訊電子本，以取代印刷本)，請閣下填妥並簽署在本函背面的變更申請表，並把變更申請表寄回或親手交回本公司之股份過戶登記香港分處香港中央證券登記有限公司(「**股份過戶登記香港分處**」)，地址為香港灣仔皇后大道東183號合和中心17M樓。倘若閣下在香港投寄，可使用變更申請表內的郵寄標籤寄回，而毋須在信封上貼上郵票；否則，請貼上適當的郵票。閣下亦可把已填妥之變更申請表的掃描副本電郵至 [gsgh.ecom@computershare.com.hk](mailto:gsgh.ecom@computershare.com.hk)。變更申請表可於本公司網站 [www.lvchengfuwu.com](http://www.lvchengfuwu.com) 或香港交易所披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。

如閣下已選擇(或被視為已選擇)收取於本公司網站登載的本次公司通訊電子本，惟因故查閱公司通訊上出現困難，只要閣下提出要求，本公司將儘快寄上所要求的本次公司通訊的印刷本，費用全免。

閣下可以隨時透過股份過戶登記香港分處發出合理書面通知至上址或透過電郵至 [gsgh.ecom@computershare.com.hk](mailto:gsgh.ecom@computershare.com.hk) 通知本公司，選擇收取本公司日後公司通訊之印刷本，以取代於本公司網站登載的電子本(或收取於本公司網站登載的公司通訊電子本，以取代印刷本)。

閣下如有任何與本函內容有關的疑問，請致電股份過戶登記香港分處電話熱線(852) 2862 8688，辦公時間為星期一至星期五(公眾假期除外)上午九時正至下午六時正。

承董事會命  
綠城服務集團有限公司  
主席  
楊掌法

2023年5月31日

\* 公司通訊文件包括但不限於：(a)董事會報告、其年度財務報表連同核數師報告副本及(如適用)其財務摘要報告；(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。



Name(s) and address of Shareholder(s):  
股東之姓名及地址:

## Change Request Form 變更申請表

To: Greentown Service Group Co., Ltd. (the "Company")  
(Stock Code: 2869)  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East  
Wanchai, Hong Kong

致: 綠城服務集團有限公司 (「本公司」)  
(股份代號: 2869)  
經香港中央證券登記有限公司  
香港灣仔皇后大道東 183 號  
合和中心 17M 樓

I/We would like to receive all future **Corporate Communications\*** of the Company ("**Corporate Communications**") in the manner as indicated below:  
本人/我們希望以下列方式收取 貴公司之所有日後的公司通訊\* (「公司通訊」):  
(Please mark **ONLY ONE (x)** of the following boxes)  
(請僅在下列其中一個空格內劃上 (X) 號)

- to access all future Corporate Communications (which are available in both English and Chinese) through the Company's website ("**Website Version**") instead of receiving printed versions, and receive a **notification letter** of the posting of the Corporate Communications on the Company's website by post; **OR**  
瀏覽所有日後在本公司網站登載之公司通訊 (英文版本及中文版本)(「網上版本」), 代替收取印刷本, 並以郵寄方式收取公司通訊已在公司網站登載之**通知信函**; 或
- to receive the **printed English version** of all future Corporate Communications by post **ONLY**; **OR**  
僅以郵寄方式收取所有日後的公司通訊之**英文印刷本**; 或
- to receive the **printed Chinese version** of all future Corporate Communications by post **ONLY**; **OR**  
僅以郵寄方式收取所有日後的公司通訊之**中文印刷本**; 或
- to receive both **printed English and Chinese versions** of all future Corporate Communications by post.  
以郵寄方式同時收取所有日後的公司通訊之**英文及中文印刷本**。

Name(s) of Shareholder(s)  
股東姓名

Contact telephone number  
聯絡電話號碼

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

Signature  
簽名

Date  
日期

You are required to fill in the details if you download this Change Request Form from the Company's website or the HKEXnews's website.  
閣下從本公司網站或香港交易所披露易網站下載本變更申請表, 請務必填上有關資料。

### Notes 附註:

- Please complete all your details clearly. Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void.  
請閣下清楚填寫所有資料。如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- By electing to receive the Website Version of Corporate Communications instead of receiving them in printed form, you have expressly agreed that they may be sent or supplied to you by being made available on the Company's website and have expressly waived the right to receive them in printed form.  
透過選擇收取公司通訊之網上版本以代替收取印刷本後, 閣下已明示同意公司通訊可透過本公司網站發送或提供給閣下, 並明確放棄收取公司通訊印刷本的權利。
- If your shares are held in joint names, the shareholder whose name appears first on the register of members of the Company in respect of the joint holding should sign on this Change Request Form in order to be valid.  
如屬聯名股東, 則本變更申請表須由該名於本公司股東名冊上就聯名持有股份其姓名排名首位的股東簽署, 方為有效。
- The above instruction will apply to all future Corporate Communications to be sent to shareholders of the Company until you notify otherwise by reasonable notice in writing or using email at [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk) to the Company c/o its Hong Kong Branch Share Registrar (the "**Hong Kong Branch Share Registrar**"), Computershare Hong Kong Investor Services Limited, 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.  
上述指示適用於所有日後寄發予本公司股東之公司通訊, 直至閣下發出合理時間的書面通知或以電郵方式到 [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk) 予本公司之股份過戶登記香港分處香港中央證券登記有限公司 (「**股份過戶登記香港分處**」) (地址為香港灣仔皇后大道東183號合和中心17M樓) 另作選擇為止。
- Shareholders are entitled to change the choice of means of receipt and language of the Corporate Communications at any time by reasonable notice in writing or using email at [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk) to the Company c/o the Hong Kong Branch Share Registrar.  
股東有權隨時發出合理時間的書面通知或以電郵方式到 [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk) 予股份過戶登記香港分處, 要求更改收取公司通訊之語言版本及途徑之選擇。
- For the avoidance of doubt, the Company will not accept any additional instructions written on this Change Request Form.  
為免存疑, 任何書寫在本變更申請表上的額外指示, 本公司將不予處理。

\* Corporate Communications includes but not limited to: (a) the directors' report, its annual financial statements 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.  
公司通訊文件包括但不限於: (a) 董事會報告、其年度財務報表連同核數師報告副本及 (如適用) 其財務摘要報告; (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。

### Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited  
香港中央證券登記有限公司

Freepost No. 簡便回郵號碼: 37  
Hong Kong 香港

Please cut the mailing label and stick it on an envelope  
to return this Change Request Form to us.  
**No postage is necessary if posted in Hong Kong.**

當閣下寄回本變更申請表格時,  
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。

### Get in touch with us 與我們聯繫

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)

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