



## 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)

24 April 2025

Dear registered shareholder(s),

#### Reminder Letter regarding the Arrangement of Electronic Dissemination of Corporate Communications <sup>(Note 1)</sup>

With reference to the notification letter of Greentown Service Group Co. Ltd. (the “Company”) dated 8 March 2024 titled “Arrangement of Electronic Dissemination of Corporate Communications”, the Company is writing to remind you that the Company has adopted electronic dissemination of corporate communications (the “Corporate Communications”), which means 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.lvchengfuwu.com](http://www.lvchengfuwu.com) and the HKEXnews website at [www.hkexnews.hk](http://www.hkexnews.hk) in place of printed copies.

#### Solicitation of electronic contact details

The Company has not received your email address for the electronic dissemination of Corporate Communications. To ensure timely receipt of the Actionable Corporate Communications <sup>(Note 2)</sup>, the Company recommends you to 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 Company’s Hong Kong share registrar (the “Share Registrar”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong.

**If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the Share Registrar, the Company will send the Actionable Corporate Communications <sup>(Note 2)</sup> in printed form in the future.**

If you want to receive future Corporate Communications in printed form, please complete and return the Reply Form to the Share Registrar or send an email to [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

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

Yours faithfully,  
For and on behalf of  
**Greentown Service Group Co. Ltd.**  
**YANG Zhangfa**  
Chairman

*Note 1: This letter is addressed to registered shareholders of the Company who have not yet provided an email address for the timely receipt of Actionable Corporate Communications. If you are a new registered shareholder, please read the arrangement for the electronic dissemination of corporate communications below and provide your email address as recommended.*

*Note 2: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder.*

各位登記股東：

#### 以電子方式發佈公司通訊之安排的提示函 <sup>(附註1)</sup>

根據綠城服務集團有限公司（「公司」）日期為2024年3月8日有關「以電子方式發佈公司通訊之安排」之通知信函所述，公司謹此提醒閣下，公司已採用以電子方式發佈公司通訊（「公司通訊」），該公司通訊是指公司已發佈或將予發佈以向其任何證券持有人提供資訊或採取行動的任何文件，包括但不限於(a)董事會報告、年度帳目連同核數師報告副本以及（如適用）財務摘要報告；(b)中期報告及（如適用）其中期報告摘要；(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英文版和中文版將在公司網站 [www.lvchengfuwu.com](http://www.lvchengfuwu.com) 和披露易網站 [www.hkexnews.hk](http://www.hkexnews.hk) 上提供，以代替印刷本。

#### 徵集電子聯絡資料

公司尚未收到閣下接收公司通訊提供的電子郵件地址。為確保及時收到可供採取行動的公司通訊 <sup>(附註2)</sup>，公司建議閣下透過掃描隨附之回條（「回條」）上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以簽署回條並交回公司的香港股份過戶登記處（「股份過戶處」）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。

**如果公司沒有收到閣下的有效電子郵件地址，直至股份過戶處收到閣下有效的電子郵件地址前，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 <sup>(附註2)</sup>。**

若閣下希望收取日後公司通訊之印刷本，請填妥回條並交回股份過戶處，或發送電子郵件至 [gsghecom@computershare.com.hk](mailto:gsghecom@computershare.com.hk)，並註明閣下的姓名、地址以及收取公司通訊印刷本的要求。請注意，收取日後公司通訊印刷本之指示由收悉閣下指示日期起計一年內有效，此後將過期。

如閣下對本函件有任何疑問，請於辦公時間星期一至五（香港公眾假期除外）上午9時正至下午6時正（香港時間）期間致電股份過戶處(852)2862 8688查詢。

代表  
綠城服務集團有限公司  
主席  
楊掌法  
謹啟

2025年4月24日

附註1: 此函件致尚未提供電子郵件地址以接收可供採取行動的公司通訊之公司登記股東。若閣下為新登記股東，請閱讀上述以電子方式發佈公司通訊的安排，並建議提供閣下的電子郵件地址。

附註2: 可供採取行動的公司通訊指任何涉及及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

