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JINMAO PROPERTY SERVICES CO., LIMITED

金茂物業服務發展股份有限公司

(Incorporated in Hong Kong with limited liability)

(Stock code: 00816)

ELECTION OF MEANS OF RECEIPT AND LANGUAGE OF CORPORATE COMMUNICATIONS

The Company is making arrangements to ascertain the preferences of the Shareholders with respect to their election of means of receipt and language of all future Corporate Communications in accordance with Rules 2.07A and 2.07B of the Listing Rules.

INTRODUCTION

In support of environmental protection and for the purpose of saving printing and mailing costs in the long run, and as permitted under all applicable laws and regulations and the Articles of Association, the Company is making arrangements to ascertain the Shareholders' preferences as to their choice of means of receipt (in printed form or by electronic means through the Company's website) and the language (in English only, in Chinese only or in both Chinese and English) of all future Corporate Communications.

The Company encourages and recommends the Shareholders to choose the Website Version (as defined below) in respect of all future Corporate Communications. The Shareholders will have the right at any time to change their elected means of receipt and the choice of language of the Corporate Communications by providing reasonable prior notice in writing to the Company c/o the Share Registrar or by sending an email to JinmaoServices.ecom@computershare.com.hk.

PROPOSED ARRANGEMENTS

In accordance with Rules 2.07A and 2.07B of the Listing Rules, the following arrangements will be made by the Company:

1. The Company will send a letter to the Shareholders on 20 April 2022 (the "**First Letter**") together with a reply form (the "**Reply Form**") with a pre-paid mailing label for posting within Hong Kong, both prepared in English and Chinese, to the Shareholders to enable them to elect any one of the following options:
 - (i) to read all future Corporate Communications published on the Company's website at www.jinmaowy.com (the "**Website Version**") in place of receiving printed copies, and to receive a printed notification for the publication of the relevant Corporate Communications on the Company's website; or

- (ii) to receive the printed English version of all future Corporate Communications only; or
- (iii) to receive the printed Chinese version of all future Corporate Communications only; or
- (iv) to receive both the printed English and Chinese versions of all future Corporate Communications.

The First Letter explains that if the Company does not receive the duly completed and signed Reply Form or a response indicating an objection from the Shareholder to receiving the Corporate Communications in electronic form by 18 May 2022, and until the Shareholder informs the Company c/o the Share Registrar by reasonable prior notice in writing or by email to JinmaoServices.ecom@computershare.com.hk, such Shareholder will be deemed to have consented to receive the Website Version of all future Corporate Communications, and a notification for the publication of the Corporate Communications on the Company's website will be sent to such Shareholder in the future.

2. With respect to the Shareholders who choose to receive the Corporate Communications in printed form, the Company will send the elected language version(s) of the Corporate Communications to those Shareholders unless and until they inform the Company c/o the Share Registrar by reasonable prior notice in writing or by email to JinmaoServices.ecom@computershare.com.hk that they wish to receive the Corporate Communications in the other (or both) language(s) (as the case may be), or by electronic means through the Company's website (i.e. the Website Version).
3. When each of the printed Corporate Communication is sent out by the Company in accordance with the arrangements described above, a letter (the "**Second Letter**") and a request form (the "**Request Form**") with a pre-paid mailing label for posting within Hong Kong, in both English and Chinese, will be attached to or printed at some prominent place in the relevant Corporate Communications, specifying that the Corporate Communications prepared in the other language will be available upon request. The Shareholders may at any time request for the other language of the Corporate Communication by completing and returning the Request Form to the Company c/o the Share Registrar or by sending an email to JinmaoServices.ecom@computershare.com.hk.
4. With respect to the Shareholders who choose or are deemed to have consented to receive the Website Version of all future Corporate Communications, if for any reason, the Shareholders have difficulty in receiving or gaining access to the Website Version of the Corporate Communications, the Company will, upon request in writing to the Share Registrar or by email to JinmaoServices.ecom@computershare.com.hk, promptly send the Corporate Communications to such Shareholders in printed form free of charge.
5. Shareholders are also entitled at any time by reasonable prior notice in writing to the Company c/o the Share Registrar or by sending an email to JinmaoServices.ecom@computershare.com.hk to change their choice of language(s) and/or the means of receipt of the Corporate Communications.

6. All future Corporate Communications in both English and Chinese languages and in accessible format will be available on the Company's website at www.jinmaowy.com. The electronic copies of all such Corporate Communications, in both languages, will be submitted to the Stock Exchange for publication on its website at www.hkexnews.hk pursuant to the Listing Rules.
7. The Company will be providing a hotline service (telephone no.: +86 10 5697 3014) during business hours (9:00 a.m. to 6:00 p.m., from Monday to Friday, excluding Hong Kong public holidays) to enable Shareholders to make enquiries of the Company's proposed arrangements set out above.
8. The First Letter and the Second Letter will indicate that printed copies of all future Corporate Communications in both English and Chinese languages will be available from the Company and the Share Registrar upon request, as well as on the Company's website and the website of the Stock Exchange, and the telephone hotline service is being provided as described above.

DEFINITIONS

In this announcement, the following expressions have the meanings set out below unless the context requires otherwise:

“Articles of Association”	the articles of association of the Company, as amended from time to time
“Company”	Jinmao Property Services Co., Limited (金茂物業服務發展股份有限公司), a company incorporated in Hong Kong with limited liability, whose shares are listed on the Stock Exchange
“Corporate Communication(s)”	any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public as defined in Rule 1.01 of the Listing Rules, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditor's 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
“Hong Kong”	the Hong Kong Special Administrative Region of the People's Republic of China
“Share Registrar”	Computershare Hong Kong Investor Services Limited, the share registrar of the Company, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

“Listing Rules”	the Rules Governing the Listing of Securities on the Stock Exchange
“Shareholder(s)”	holder(s) of the ordinary share(s) of the Company
“Stock Exchange”	The Stock Exchange of Hong Kong Limited

By order of the Board
Jinmao Property Services Co., Limited
Jiang Nan
Chairman

Hong Kong, 19 April 2022

As at the date of this announcement, the executive Directors are Mr. Xie Wei and Ms. Zhou Liye; the non-executive Directors are Mr. Jiang Nan, Ms. He Yamin and Ms. Qiao Xiaojie; and the independent non-executive Directors are Dr. Chen Jieping, Dr. Han Jian and Mr. Sincere Wong.