Xinyuan Property Management Service (Cayman) Ltd.
鑫苑物業服務集團有限公司

(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: 1895)

NOTIFICATION LETTER 通知信函

28 April 2026

Dear Non-registered Holder(s)[Note 1],

Xinyuan Property Management Service (Cayman) Ltd. (the "Company")
– Notice of publication of 2025 Annual Report, Circular, notice of annual general meeting, and Proxy Form (the "Current Corporate Communication") and 2025 Environmental, Social and Governance Report

The English and Chinese versions of the Company's Current Corporate Communications are available on the Company's website at www.xypm.hk and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk respectively (the "Website Version"). The Company strongly recommends you to access the Website Version of Current Corporate Communication.

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communication and all future Corporate Communications[Note 2] in printed form, please complete, sign the enclosed Request Form and return it to the Company branch share registrar in Hong Kong, Tricor Investor Services Limited ("Branch Share Registrar") at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to 1895-ecom@vistra.com. The Company will send the Current Corporate Communication to you in printed form free of charge upon request.

As a Non-registered Holder of the Company, a notice of publication of the Website Version of a Corporate Communication, in both English and Chinese, will be sent by the Company to you by email or by post, only if your email address or postal address (as the case may be) are provided to the Company by your banks, brokers, custodians, nominee(s) or HKSCC Nominees Limited through which your Shares are held (collectively, the "Intermediaries"). In support of electronic communication by email, non-registered shareholders are recommended to provide their functional email addresses to their Intermediaries. If the Company does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to you.

The 2025 Environmental, Social and Governance Report of the Company is published in electronic form only on the Company's website and the Stock Exchange's website. You may access the 2025 Environmental, Social and Governance Report by clicking "Sustainable Development" under "Investor" on the homepage of the Company's website, or on the Stock Exchange's website.

Should you have any queries relating to any of the above matters, please call the Branch Share Registrar's telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday (excluding public holidays).

Yours faithfully,
Xinyuan Property Management Service (Cayman) Ltd.
SHEN Yuan-Ching
Chairman, Executive Director and Chief Executive Officer

Notes:

1. *Non-Registered Holder means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications of the Company.*

2. *Corporate Communications include 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, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; and (f) a circular.*

各位非登記股東[附註1]：

鑫苑物業服務集團有限公司(「本公司」)
－刊發2025年年報、通函、股東週年大會通告及代表委任書(「本次公司通訊」)以及2025年環境、社會及管治報告之刊發通知

本公司的本次公司通訊之中、英文版本已分別上載於本公司網站(www.xypm.hk)及香港聯合交易所有限公司(「聯交所」)之網站(www.hkexnews.hk)(「網站版本」)。本公司建議　閣下閱覽本公司本次公司通訊的網站版本。

如　閣下因任何理由無法以電子郵件方式收取或閱覽公司通訊的網站版本，及欲索取本次及將來公司通訊[附註2]的印刷本，請填妥及簽署隨附之申請表格，並以已預付郵費的郵寄標籤寄回本公司之香港股份過戶登記分處(「股份過戶登記分處」)卓佳證券登記有限公司(地址為香港夏慤道16號遠東金融中心17樓)(如在香港投寄毋須貼上郵票)，或電郵至1895-ecom@vistra.com。本公司會因應　閣下之要求寄上公司通訊的印刷本，費用全免。

作為本公司之非登記股東，本公司將透過電子郵件方式或郵寄方式(僅於代　閣下持有股份的銀行、經紀人、託管人、代理人或香港中央結算(代理人)有限公司(統稱「中介機構」)向本公司提供　閣下的電郵地址或郵寄地址的情況下)向　閣下發出發佈公司通訊網站版本的登載通知(包括英文及中文版本)。為了可透過電郵進行電子通訊，建議非登記股東向其中介機構提供其有效的電郵地址。如本公司沒有收到　閣下的中介機構透過香港中央結算(代理人)有限公司提供　閣下的有效的電郵地址或郵寄地址，本公司將不會向　閣下發送登載通知。

本公司之2025年環境、社會及管治報告僅以電子形式登載於本公司網站及聯交所網站。　閣下如欲查閱2025年環境、社會及管治報告，可於本公司網站主頁「投資者關係」項下選項按「可持續發展」，亦可瀏覽聯交所網站。

倘　閣下對本通知有任何查詢，請於星期一至星期五(公眾假期除外)上午9時至下午6時，致電股份過戶登記分處熱線(852) 2980 1333。

鑫苑物業服務集團有限公司
主席、執行董事兼行政總裁
申元慶
謹啟

2026年4月28日

附註：

1. *非登記股東指其股份存放於中央結算及交收系統(中央結算及交收系統)的有關人士或公司，而彼等已透過香港中央結算有限公司不時通知本公司，彼等擬收取本公司之公司通訊。*

2. *公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於(a)董事會報告，公司年度帳目連同核數師報告以及(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)季度報告(如有)；(d)會議通告；(e)上市文件；及(f)通函。*

Non-Registered Shareholder's information (English name and address)
非登記股東資料(英文姓名及地址)

REQUEST FORM 申請表格

To: **Xinyuan Property Management Service (Cayman) Ltd. (the "Company")**
(Stock Code: 1895)
(Incorporated in the Cayman Islands with limited liability)
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致： **鑫苑物業服務集團有限公司(「本公司」)**
(股份代號：1895)
(於開曼群島註冊成立之有限公司)
經卓佳證券登記有限公司
香港夏慤道16號
遠東金融中心17樓

REMINDER 提示
As a non-registered shareholder, if you wish to receive Corporate Communications[1] pursuant to the Listing Rules[2], you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.
作為非登記股東，如有意根據《上市規則》[2]收取公司通訊[1]， 閣下應聯絡 閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向 閣下的中介公司提供 閣下的電子郵件地址。

I/We would like to receive the Current Corporate Communications and all future Corporate Communications of the Company in the manner as indicated below:
本人／我們現在希望以下列方式收取本公司本次及將來所有公司通訊文件：

(Please mark a "✔" in **ONLY ONE** of the following boxes)(請從下列選擇中，**僅**在其中一**個空格**內劃上「✔」號)

☐ to receive a printed copy **in the English language only; OR**
僅收取所有日後公司通訊的**英文印刷本**；**或**

☐ to receive a printed copy **in the Chinese language only; OR**
僅收取所有日後公司通訊的**中文印刷本**；**或**

☐ to receive a printed copy **in both the English language and the Chinese language.**
同時收取所有日後公司通訊的**英文及中文印刷本**。

Signature:
簽署：_____

Date:
日期：_____

Name:
姓名：_____(English 英文)
(in block letters 請以正楷填寫)

Contact Phone Number:
聯絡電話：_____

Postal Address:
郵寄地址：_____(English 英文)
(in block letters 請以正楷填寫)

Notes 附註：

1. Corporate Communications include 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, including but not limited to (a) the directors' report and 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) the quarterly report, if any; (d) a notice of meeting; (e) a listing document; and (f) a circular.
公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於(a)董事會報告，公司年度帳目連同核數師報告以及(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)季度報告(如有)；(d)會議通告；(e)上市文件；及(f)通函。
2. The Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited
香港聯合交易所有限公司證券上市規則
3. By completing and returning the Request Form to request for the printed copy of the Corporate Communications, you have expressly indicated that you prefer to receive all future Corporate Communications of the Company in printed form and in the language selected above.
當 閣下填寫及寄回申請表格以索取公司通訊的印刷本後，即表示 閣下確認擬收取本公司日後刊發的所有公司通訊的印刷本及其語言版本。
4. The above instruction will apply to all future Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Company's branch share registrar in Hong Kong or until expired on the last day of the following financial year of the Company (whichever is earlier). Further request in writing will be required if a shareholder prefers to continue receiving printed copy of future Corporate Communications.
上述指示適用於本公司日後向 閣下發出之所有公司通訊，直至 閣下以合理時間書面通知本公司的香港股份過戶登記分處更改有關指示或直至本公司下一個財政年度結算日屆滿(以較早者為準)。如果股東希望繼續收到日後的公司通訊的印刷本，則需要做進一步書面請求。
5. For the avoidance of doubt, no additional instructions (other than those imprinted herein) written on this Request Form will be processed.
為免存疑，任何在本申請表格寫上的額外指示(本申請表格上所印列之指示除外)將不予處理。
6. If both English and Chinese versions of the Corporate Communications are combined into one document, a printed form of the Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for a printed form of any version(s) of the Corporate Communications.
若公司通訊的英文版本及中文版本合併為一份文件，則公司通訊的英文版本及中文版本的印刷版本將寄給要求索取任一版本公司通訊印刷版本的股東。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "Purposes"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Investor Services Limited at the above address.

本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《個人資料(私隱)條例》」)中「個人資料」的涵義相同。 閣下是自願提供個人資料，以用於處理 閣下在本回條上所述的指示(「該等用途」)。如 閣下未能提供足夠資料，本公司有可能無法處理 閣下的指示。本公司可就所述的該等用途，將個人資料披露或轉移給本公司的附屬公司、股份登記處及／或向為本公司提供行政、電腦及其他服務的第三者服務供應商，以及其他獲法例授權而要求取得有關資料的人士或其他與上述所列出的該等用途有關以及需要接收有關資料之人士。個人資料將在適當期間保留作履行所述的該等用途(包括作核實及紀錄用途)。有關查閱及／或更正個人資料的要求可按照《個人資料(私隱)條例》提出，而有關要求須以書面方式郵寄至卓佳證券登記有限公司(地址如上)的個人資料私隱主任。

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

當 閣下寄回本申請表格時，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。

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：10 GPO
Hong Kong 香港