



**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)*

**(Stock Code : 2869)**

4 March 2022

Dear Shareholder(s),

**Election of Language and Means of Receipt of Corporate Communications**

Pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and/or the Articles of Association of Greentown Service Group Co. Ltd. (the “**Company**”), the Company will make available the following options for you to elect for receipt of future corporate communications (the “**Corporate Communications**”) of the Company, which means any document(s) issued or to be issued by the Company for the information or action of any holders of its securities, including but not limited to: (a) the annual reports and its summary financial reports (where applicable) (and all reports and accounts contained therein); (b) the interim reports and its summary interim reports (where applicable) (and all reports and accounts contained therein); (c) notices of meetings; (d) listing documents; (e) circulars; and (f) proxy forms, in the following manners:

- (i) to read the website version of all future Corporate Communications in electronic form published on the Company’s website (the “**Website Version**”) instead of receiving printed copies, and to receive a printed notification letter of the publication of the Corporate Communications on the Company’s website by post; or
- (ii) to receive the printed English version of all future Corporate Communications by post only; or
- (iii) to receive the printed Chinese version of all future Corporate Communications by post only; or
- (iv) to receive both the printed English and Chinese versions of all future Corporate Communications by post.

In support of environmental protection and for the purpose of saving printing and mailing costs, the Company recommends you to select the Website Version. To make your election, please mark (X) in the appropriate box on the enclosed reply form (the “**Reply Form**”) and sign and return it by post or hand delivery to the Company c/o its share registrar (the “**Share Registrar**”), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong, on or before 1 April 2022. If you post in Hong Kong, you may use the mailing label in the Reply Form and need not affix a stamp when returning your reply form. Otherwise, please affix an appropriate stamp.

**If the Company does not receive a duly completed and signed Reply Form from you or a response from you indicating that you object to receive the Website Version of the Corporate Communications by 1 April 2022, you will be deemed, until you inform the Company otherwise by reasonable notice in writing at the office of the Share Registrar at the above address or by email to [gsgh.ecom@computershare.com.hk](mailto:gsgh.ecom@computershare.com.hk), to have elected to receive all future Corporate Communications by Website Version instead of receiving them in printed form according to the relevant laws and regulations. In that event, when the Company makes Corporate Communications, it will only send you a notification letter that the Corporate Communications have been made available on the Company’s website. The notification letter will be sent to you by post at your address as it appears in the Company’s register of members maintained by the Share Registrar.**

You have the right at any time by reasonable notice in writing or by email to [gsgh.ecom@computershare.com.hk](mailto:gsgh.ecom@computershare.com.hk) c/o the Share Registrar to change the choice of language and means of receipt of the Corporate Communications. If you have chosen (or are deemed to have elected) to receive all future Corporate Communications by Website Version and for any reason have difficulty in obtaining access to the Corporate Communications on the Company’s website, the Company will promptly upon your request send the relevant Corporate Communications to you in printed form free of charge.

Please note that: (a) printed copies of the English and Chinese versions of all future Corporate Communications will be available from the Company or the Share Registrar on request; and (b) the same will also be 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).

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

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