

SHIMAO SERVICES HOLDINGS LIMITED

世茂服務控股有限公司 (Incorporated in the Cayman Islands with limited liability)

ncorporated 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:873)

30 April 2024

Dear Shareholder(s),

Notification of publication of 2023 Annual Report, Circular dated 30 April 2024 in relation to General Mandate to Issue and Buy Back Shares, Re-election of Directors, Notice of Annual General Meeting together with form of proxy (collectively, the "Current Corporate Communications") and 2023 Sustainability Report

We hereby notify you that the Current Corporate Communications of Shimao Services Holdings Limited (the "Company"), in both English and Chinese versions, is now available on the Company's website at www.shimaofuwu.com. You may access the Current Corporate Communications under the Investor Relations section on the Company's website. If you have elected to receive the Corporate Communication (Note) in printed form, the Current Corporate Communications in printed form of your selected language(s) are enclosed.

If you wish to receive the printed copies of the Current Corporate Communications, please complete Part A of the request form (the "Request Form") (at the back of this letter) and return it to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited by post (using the mailing label provided) or by email at 873-ecom@hk.tricorglobal.com. The printed copies of the Current Corporate Communications will be sent to you free of charge upon receipt of your request. If you have elected (or are deemed to have elected) to access the Corporate Communication by electronic means through the Company's website at www.shimaofuwu.com but for any reason have difficulty in receiving or gaining access to the Corporate Communication, or wish to receive them in printed form, the Company will promptly upon receiving your written request send the Corporate Communication to you in printed form free of charge.

You may at any time change your choice of language or means of receipt of the Company's all future Corporate Communications, free of charge, by completing Part B of the Request Form (at the back of this letter) and returning it to Tricor Investor Services Limited.

Please note that the Company's 2023 Sustainability Report is published in electronic form only under the Investor Relations section on the Company's website (www.shimaofuwu.com) and on the HKExnews website (www.hkexnews.hk). If you wish to receive a printed copy of 2023 Sustainability Report, you may submit your request to Tricor Investor Services Limited by post at 17th Floor, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

Should you have any queries relating to this letter, please contact Customer Service Hotline of Tricor Investor Services Limited at (852) 2980 1333 from 9:00 a.m. to 6:00 p.m., Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully, For and on behalf of Shimao Services Holdings Limited Hui Sai Tan, Jason

Chairman
Note: C

Corporate Communication refers to any document issued or to be issued by the Company for information or action of holders of securities of the Company, including but not limited to annual report, summary financial report (where applicable), interim report, summary interim report (where applicable), quarterly report, notice of meeting, listing document and circular.

勘的者

2023年報、日期為2024年4月30日有關發行及回購股份之一般授權、重選退任董事、股東週年大會通告之通函及代表委任表格(統稱「是次公司通訊」)及2023年可持續發展報告之發佈通知

世茂服務控股有限公司(「**本公司**」) 現護通知 閣下,本公司是次公司通訊之英文及中文版本,現已登載於本公司網站www.shimaofuwu.com。 閣下現可於本公司網站內「投資者關係」一欄閱覽是次公司通訊。如 閣下已選擇收取公司通訊 $(網 \hat{x})$ 之印刷本,現隨函附上 閣下所選擇之語言版本的是次公司通訊之印刷本。

倘 閣下擬收取是次公司通訊的印刷本,請填妥申請表格(「申請表格」)(於本函的背頁)的甲部及利用郵寄標籤寄回本公司之股份過戶及登記香港分處卓佳證券登記有限公司或經電郵至873-ecom@hk.tricorglobal.com。本公司會應 閣下的要求,免費發送是次公司通訊的印刷本予 閣下。倘 閣下選擇(或被視為已選擇)透過本公司的網站www.shimaofuwu.com以電子方式閱覽公司通訊,但因任何理由於收取或接收公司通訊時遇到困難,或擬收取印刷本,本公司在收到 閣下的書面要求後會立即向 閣下免費發送該公司通訊之印刷本。

閣下可隨時更改收取本公司所有日後公司通訊的語言版本或收取方式的選擇,費用全免。請填寫申請表格(於本函的背頁)的 乙部,然後把表格交回卓佳證券登記有限公司。

請知悉本公司之2023年可持續發展報告僅以電子形式刊載於本公司網站(www.shimaofuwu.com)內「投資者關係」一欄及香港交易所披露易網站(www.hkexnews.hk)。若 閣下欲索取本公司之2023年可持續發展報告的印刷本, 閣下可向卓佳證券登記有限公司提出有關要求,並郵寄至香港夏慤道16號遠東金融中心17樓。

倘 閣下對本函有任何疑問,請於星期一至五(香港公眾假期除外)上午9時至下午6時致電卓佳證券登記有限公司客戶服務熱線(852)29801333查詢。

此致

列位股東 台照

代表

世茂服務控股有限公司

主席

上 /// 許 世 壇

謹啟

2024年4月30日

附註: 公司通訊指由本公司發出或將予發出以供本公司證券持有人參照或採取行動的任何文件,其中包括但不限於年報、財務摘要報告(如 續用)、中期報告、中期摘要報告(如續用)、季度報告、會議通告、上市文件及通函。

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Please complete, sign and return this request form to the Company's branch share registrar and transfer office in Hong Kong, Tricor Investor Services Limited, by post (using the

rease complete, sign and return this request form to the Company's branch share register and transfer once in Hong Rong, Theor investor services Limited, by post using the mailing label as indicated below) or by email at 873-ecom@hk.tricorglobal.com. 請填妥及簽署此申請表格,並經郵遞(按下述之指示使用郵寄標籤)或電郵至873-ecom@hk.tricorglobal.com交回本公司之股份過戶及登記香港分處卓佳證券登記有限公司。
The instruction under Part B above will apply to all future Corporate Communications to be sent to you until you inform us otherwise.
上述乙部的指示將適用於日後向 閣下發出的所有公司通訊,直至 閣下另行通知為止。
If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign on this request form in order to be valid.

REQUEST FORM 申請表格

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 Shimao Services Holdings Limited 世茂服務控股有限公司

(873)

Please cut the mailing label and stick this on an envelope to return this Form to us. No postage stamp is required for local mailing.

Notes: 附註

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4.

當 閣下寄回此表格時,請將此郵寄標籤剪貼於信封上。

如在本港投寄,則毋須貼上郵票。

form in order to be valid. 如屬聯名股東,則此申請表格須由在本公司股東名冊上就聯名持有股份而其姓名列首位的股東簽署,方為有效。 For the avoidance of doubt, we do not accept any special instruction written on this request form. 為免存疑,任何在此申請表格上手寫的額外指示,將不獲處理。