

## GREENTOWN MANAGEMENT HOLDINGS COMPANY LIMITED

# 綠城管理控股有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司) (Stock Code 股份代號: 09979)

8 February 2024

Dear registered shareholder(s),

#### **Arrangement of Electronic Dissemination of Corporate Communications**

Pursuant to Rule 2.07A of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Greentown Management Holdings Company Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean 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 <a href="https://ir.lcgljt.com">https://ir.lcgljt.com</a> and the HKEXnews website at <a href="www.hkexnews.hk">www.hkexnews.hk</a> in place of printed copies. The Company will send the Actionable Corporate Communications (Note) to its registered shareholders individually in electronic form by email.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications<sup>(Note)</sup>, the Company recommends you provide your email address by scanning your personalized QR code printed on the reply form on the reverse side (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, Wan Chai, 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 you the Actionable Corporate Communications<sup>(Note)</sup> in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the Share Registrar or send an email to <a href="mailto:9979.ecom@computershare.com.hk">9979.ecom@computershare.com.hk</a> 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), Mondays to Fridays, excluding Hong Kong public holidays.

Yours faithfully, By order of the Board Greentown Management Holdings Company Limited Li Jun

Vice Chairman and Executive Director

Note: 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:

## 以電子方式發布公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發布公司通訊規定下香港聯合交易所有限公司證券上市規則 (「上市規則」)第 2.07A條,綠城管理控股有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發布公司通訊(「公司通訊」)之安排,該公司通訊是指公司為向其任何證券持有人提供資訊或提醒其採取行動而發布或將要發布的任何文件,包括但不限於(a)董事報告、年度帳目和審計報告副本以及財務摘要報告(如適用); (b)中期報告及其中期報告摘要(如適用); (c)會議通知; (d)上市文件; (e)通函和 (f)委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 <a href="https://ir.lcgljt.com">https://ir.lcgljt.com</a> 和披露易網站 <a href="www.hkexnews.hk">www.hkexnews.hk</a>上提供,以代替印刷本。公司將以電子通訊方式(通過電子郵件)向登記股東個別地發送可供採取行動的公司通訊(<a href="https://ir.lcgljt.com">mttps://ir.lcgljt.com</a> 和拉露易網站 <a href="www.hkexnews.hk">www.hkexnews.hk</a>上提供,以代替印刷本。公司將以電子通訊方式(通過電子郵件)向登記股東個別地發送可供採取行動的公司通訊(<a href="https://ir.lcgljt.com">mttps://ir.lcgljt.com</a> 和拉露易網站 <a href="https://www.hkexnews.hk">www.hkexnews.hk</a> 上提供,以代替印刷本。公司將以電子通訊方式(通過電子郵件)向登記股東個別地發送可供採取行動的公司通訊(<a href="https://www.hkexnews.hk">www.hkexnews.hk</a> 上提供,以代替印刷本。公司將以電子通訊方式(通過電子郵件)向登記股東個別地發送可供採取行動的公司通訊</a>

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊<sup>(開註)</sup>,公司建議 閣下透過掃描本函背頁之回條(「**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向。閣下發送可供採取行動的公司通訊(Ref)。

若 閣下希望收取公司通訊之印刷版,請填妥回條並交回股份過戶處,或發送電子郵件至9979.ecom@computershare.com.hk,並註明 閣下的姓名、地址以及收取公司通訊印刷版的要求。請注意,收取未來公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效,此後將過期。

如 閻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)其間致電股份過戶處(852) 2862-8688 查詢。

承董事會命 **綠城管理控股有限公司** 李軍 副主席及執行董事 謹啟

2024年2月8日

Personalized QR Code 專屬二維碼



REPLY	FORM	回條
	LOM	

Computershare Hong Kong Investor Services Limited (the "Share Registrar")

17M Floor, Hopewell Centre

183 Queen's Road East, Wan Chai, Hong Kong

香港中央證券登記有限公司 (「股份過戶處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓

(Please **choose ONLY ONE** of the options below) (請從以下選項中**只選擇其中一項**)

Option 1: Provide email address for receipt of future Actionable Corporate

Communications(Note 3) of the Company via electronic dissemination by scanning

personalized QR code

選項1: 掃瞄專屬二維碼提供電子郵件地址,以接收公司通過電子方式

發佈的可供採取行動的未來公司通訊(Witi 3)

Returning this Reply Form is **NOT required** if Option 1 is chosen.

如選擇了選項 1,無須交回本回條。

Option 2:   I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications (Note 3) of the following listed company (the "Company") via electronic dissemination   選項2:   本人/吾等現以書面提供本人/吾等的電子郵件地址・以確保收到以下上市公司(「公司」)通過電子方式發佈的可供採取行動的未來公司通訊 (附註3)   Name of Securities holder(s) 證券持有人姓名: Name of the listed company 上市公司名稱:				
Greentown Management Holdings Company Limited				
Email address 電郵地址: <sup>(Note 3 / 附註 3)</sup>				

Option 3:       I/we hereby request for receipt of Corporate Communications* in printed form (Please mark "✓" in the below box if applicable)         選項3:       本人/吾等現要求收取公司通訊*印刷版 (如適用・請在以下方格內劃上「✓」號)				
receive future Corporate Communications* in printed copy and noted that this instruction is valid only for one year starting from the receipt date of instruction. (Note 5) 収取未來公司通訊*的印刷本・並已知悉本指示由收取指示日期起計一年內有效。( <i>附註5</i> )				
Signature(s): <sup>(Note 1)</sup> 密 <i>夂・(附註1)</i>	Contact number: 聯絡雷話號碼·	Date: 日始:		

- Notes 附註:

  1. Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請滿楚寶史 圖下之所有資料。如慶聯名股東,即本回條須由所有譯名殷東聯合簽署,方為有效。

  2. Any Reply Form with no signature or otherwise incorrectly completed will be void. 任何回條若未有簽署或在其他方面填寫不近確,則本回條須由於自作發。

  3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Corporate Communications\*. Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holder on how they wish to exercise their rights or make an election as the issuer's securities holder. 如公司沒有收到 圖下的角效電子影件地址,圖下將無法收到有關發佈公司通訊。的通訊。可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其疑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。
- 4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.

  如 間下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址・只有 間下最後提供的電子郵件地址將會被用於登記・
- が、関いています。 電影、日本の人が大阪ルレンの、 囲いでき、野げた鬼、ハンス、 神像などのが思う サイルながら 造れ方の主動。 けyou mar、\*\* \*\* in the box in Option 3, no email address will be registered and only Corporate Communications\* in printed form will be received. 如 関下在護頂 3 方格内劃上 (\*) 髪・終不會有竜子野性地並被登記・只有公司通訊\*\*的印刷飲食被收取。 For the avoidance of doubt、the Company does not accept any other instructions given on this Reply Form. 為免存疑・在本回條上的任何額外指示・公司將不予處理。

- Unless otherwise specified, Corporate Communications refer to 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 the annual report, interim report, notice of meeting, circular and proxy form. 除非另有註明·公司通訊乃指公司已發出或將予發出以供其任何證券的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、中期報告、會議通告、通函及代表委任表格。

# PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- <u>PrivacyOfficer@computershare.com.hk.</u> 簡ト有權根據(私廉條例)的條文查閱及或修改 間下的個人資料・任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至股份過戶處(地址為香港灣仔皇后大道東 183 號合和中心 17M 樓)向香港隱私主 任提出・或發送電郵至 <u>PrivacyOfficer@computershare.com.hk</u>・

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司 Freepost No. 簡便回郵號碼: 37 Hong Kong 香港

當 閣下寄回此回條時・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。

Please cut the mailing label and stick it on an envelope to return this form to us.

No postage is necessary if posted in Hong Kong.