



# 越秀服務集團有限公司

## YUEXIU SERVICES GROUP LIMITED

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock Code 股份代號：6626)

### NOTIFICATION LETTER 通知信函

26 January 2023

To the existing registered shareholders

Dear Shareholder,

#### Yuexiu Services Group Limited (the "Company") - Notice of publication of corporate communications

The English and Chinese versions of the following current corporate communication(s) of the Company (the "Current Corporate Communication(s)") are available on the Company's website at [www.yuexiuservices.com](http://www.yuexiuservices.com) and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at [www.hkexnews.hk](http://www.hkexnews.hk), or the printed form(s) of the Current Corporate Communication(s) is/are enclosed according to our agreed arrangement (if applicable):

- **Circular regarding (1) proposed adoption of share option scheme, (2) proposed adoption of the management measures, (3) proposed adoption of the appraisal measures, (4) proposed adoption of the initial grant proposal, notice of general meeting and closure of register of members; and**
- **Proxy Form**

You may access the Current Corporate Communication(s) through the above websites.

You may at any time choose to receive Corporate Communications (Note) free of charge either in printed form (English language version only, Chinese language version only or both language versions) or via the Company's website or the website of the Stock Exchange ("Website Version").

If you have chosen (or are deemed to have consented) to receive all the Corporate Communications by Website Version but for any reason you cannot access the Website Version of the Current Corporate Communication(s) or would like to receive a printed copy (English language version only, Chinese language version only or both language versions) of the Current Corporate Communication(s), please complete Part A of the enclosed Change Request Form and sign and return it by using the mailing label (a stamp is not required if posted in Hong Kong) provided in the Change Request Form to the Company's share registrar, Tricor Investor Services Limited (the "Share Registrar"), at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or by email to [yuexiuservices-ecom@hk.tricorglobal.com](mailto:yuexiuservices-ecom@hk.tricorglobal.com). The Change Request Form may also be downloaded from the Company's website at [www.yuexiuservices.com](http://www.yuexiuservices.com) or the website of the Stock Exchange at [www.hkexnews.hk](http://www.hkexnews.hk). The Company will upon request send the Current Corporate Communication(s) to you in printed form free of charge.

If you would like to change the means of receipt of all future Corporate Communications, please complete Part B of the Change Request Form and sign and return it to the Share Registrar at the abovementioned address by using the enclosed mailing label (a stamp is not required if posted in Hong Kong) or by email to [yuexiuservices-ecom@hk.tricorglobal.com](mailto:yuexiuservices-ecom@hk.tricorglobal.com).

Should you have any queries relating to the content of this letter, please contact the Share Registrar at (852) 2980 1333 during business hours (9:00 a.m. to 5:00 p.m. from Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,  
For and on behalf of  
**Yuexiu Services Group Limited**  
**Yu Tat Fung**  
Company Secretary

Note: "Corporate Communications" refer to any document issued or to be issued by the Company for the information or action of holders of any of the Company's securities, 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) form of proxy.

致各位現有登記股東

列位股東：

#### 越秀服務集團有限公司(「本公司」)－刊發公司通訊的通知

本公司下述的本次公司通訊(「本次公司通訊」)的中、英文版本已登載於本公司網站 [www.yuexiuservices.com](http://www.yuexiuservices.com) 及香港聯合交易所有限公司(「香港聯交所」)的網站 [www.hkexnews.hk](http://www.hkexnews.hk)，或本公司已按閣下同意的安排附上本次公司通訊的印刷本(如適用)：

- 通函有關(1)建議採納本期權計劃、(2)建議採納管理辦法、(3)建議採納考核辦法、(4)建議採納首次授予方案、股東大會通告及暫停辦理股份過戶登記；及
- 代表委任表格

閣下可透過上述網站瀏覽本次公司通訊。

閣下可隨時選擇收取公司通訊(附註)的印刷本(只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本)或通過本公司網站或香港聯交所網站收取公司通訊(「網上版本」)，費用全免。

倘若閣下已選擇(或被視為已同意)收取所有公司通訊的網上版本，但如果因任何理由閣下未能閱覽本次公司通訊的網上版本或欲收取本次公司通訊的印刷本(只收取英文印刷本、只收取中文印刷本或同時收取中、英文印刷本)，請填妥本函背面的更改指示表格的甲部，並於簽署後使用更改指示表格內提供的郵寄標籤(如在香港投寄則毋須貼上郵票)寄回本公司股份過戶登記處卓佳證券登記有限公司(「股份過戶登記處」)(地址為香港夏愨道16號遠東金融中心17樓)或以電郵方式發送至 [yuexiuservices-ecom@hk.tricorglobal.com](mailto:yuexiuservices-ecom@hk.tricorglobal.com)。更改指示表格亦可於本公司網站 [www.yuexiuservices.com](http://www.yuexiuservices.com) 或香港聯交所網站 [www.hkexnews.hk](http://www.hkexnews.hk) 內下載。本公司將於收到閣下的要求後向閣下免費寄發本次公司通訊的印刷本。

閣下如欲更改日後收取所有公司通訊的收取方式，請填妥更改指示表格的乙部，並於簽署後使用隨附的郵寄標籤(如在香港投寄則毋須貼上郵票)寄回股份過戶登記處，地址如上，或以電郵方式發送至 [yuexiuservices-ecom@hk.tricorglobal.com](mailto:yuexiuservices-ecom@hk.tricorglobal.com)。

閣下如對本函內容有任何疑問，請於辦公時間星期一至星期五(香港公眾假期除外)上午9時正至下午5時正期間致電股份過戶登記處(852) 2980 1333。

代表  
越秀服務集團有限公司  
余達峯  
公司秘書  
謹啟

二〇二三年一月二十六日

附註：「公司通訊」指由本公司發出或將予發出以供本公司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：(a)董事報告、年度賬目連同核數師報告及(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)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。

