

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的有限公司)

(Stock Code: 1895)

(股份代號：1895)

NOTIFICATION LETTER 通知信函

27 May, 2022

Dear Shareholders,

Xinyuan Property Management Service (Cayman) Ltd. (the “Company”)

– Notice of Publication of Environmental, Social and Governance Report 2021 of the Company (the “2021 ESG Report”)

The English and Chinese versions of the 2021 ESG Report of the Company are available on the Company’s website at (<http://www.xypm.hk>) and Hong Kong Exchanges and Clearing Limited’s website at (<http://www.hkexnews.hk>) (the “HKEX website”). You may visit our website by clicking “Investors’ Relation” on the home page of our website, then selecting “2021 Environmental, Social & Governance Report” under “Sustainable Development”; or the HKEX website to view and/or download the 2021 ESG Report.

If you wish to receive the printed version of the 2021 ESG Report, you may send your request in writing to the Company c/o the Company’s Hong Kong branch share registrar, Tricor Investor Services Limited at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong.

Should you have any queries in relation to this letter, please call the enquiry hotline of the Company’s Hong Kong branch share registrar, Tricor Investor Services Limited at (852) 2980 1333 during business hours from 9:00 a.m. to 5:00 p.m., Mondays to Fridays (excluding Hong Kong public holidays).

By Order of the Board

**Xinyuan Property Management Service
(Cayman) Ltd.**

WANG Yanbo

Executive Director and Chief Executive Officer

各位股東：

鑫苑物業服務集團有限公司（「本公司」）

- 本公司2021年環境、社會及管治報告（「2021年環境、社會及管治報告」）之發佈通知

本公司2021年環境、社會及管治報告的中英文版本已上載於本公司網站(<http://www.xypm.hk>)及香港交易及結算所有限公司網站(<http://www.hkexnews.hk>)（「香港交易所網站」）。閣下可瀏覽本公司網站主頁，點擊「投資者關係」一項，再在「可持續發展」項下選擇「2021年環境、社會及管治報告」或於香港交易所網站閱覽及/或下載2021年環境、社會及管治報告。

如閣下希望收取2021年環境、社會及管治報告的印刷本，可將有關請求以書面方式通知本公司之香港股份過戶登記分處卓佳證券登記有限公司以轉交本公司，地址為香港皇后大道東183號合和中心54樓。

如閣下對本函件內容有任何疑問，請於星期一至星期五（香港公眾假期除外）辦公時間上午九時正至下午五時正致電本公司之香港股份過戶登記分處卓佳證券登記有限公司查詢熱線，電話號碼為(852) 2980 1333。

承董事會命
鑫苑物業服務集團有限公司
執行董事兼行政總裁
王研博

2022年5月27日