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SUNOY 宋服務

臻 享 幸 福 +

Sundy Service Group Co. Ltd

宋都服务集团有限公司

(incorporated in the Cayman Islands with limited liability)

(Stock Code: 9608)

NOTICE OF EXTRAORDINARY GENERAL MEETING

NOTICE IS HEREBY GIVEN that the extraordinary general meeting of Sundy Service Group Co. Ltd (the "**Company**") will be held at Conference Room, 22nd Floor, Caihejiaye Building, No.19 Xintang Road, Shangcheng District, Hangzhou City, Zhejiang Province, the PRC on Friday, 31 December 2021 at 10:00 a.m. for the following purposes:–

ORDINARY RESOLUTIONS

To consider and, if thought fit, pass (with or without modification) the following resolutions as ordinary resolutions:

“THAT:

- (A) the Supplemental Property Management Agreement (as defined in the circular of the Company of even date (the "**Circular**")) and the transactions contemplated thereby be and are hereby approved and confirmed and any one director of the Company (the "**Director**") (other than Ms. Yu Yun) be and is hereby authorised to do all such acts or things and sign all documents deemed necessary by him/her for the purpose of giving effect to the Supplemental Property Management Agreement and the transactions contemplated thereunder;
- (B) the Supplemental Service Agreement (as defined in the Circular) and the transactions contemplated thereby be and are hereby approved and confirmed and any one Director (other than Ms. Yu Yun) be and is hereby authorised to do all such acts or things and sign all documents deemed necessary by him/her for the purpose of giving effect to the Supplemental Service Agreement and the transactions contemplated thereunder;
- (C) the revised 2021 Property Management Annual Cap (as defined in the Circular), the revised 2022 Property Management Annual Cap (as defined in the Circular) and the revised aggregated annual caps under the Property Management Agreements (as defined in the Circular) for the two years ending 31 December 2022 (collectively, the "**Revised Property Management Annual Caps**") be and are hereby approved and confirmed;

- (D) the revised 2021 Value-added Service Annual Cap (as defined in the Circular), the revised 2022 Value-added Service Annual Cap (as defined in the Circular), the revised 2021 Aggregated Service Annual Cap (as defined in the Circular) and the revised 2022 Aggregated Service Annual Cap (as defined in the Circular) (collectively, the “**Revised Service Annual Caps**”) be and are hereby approved and confirmed; and
- (E) any one Director (or any two Directors or one Director and the secretary of the Company, in the case of execution of documents under seal, but other than Ms. Yu Yun) be and is hereby authorised for and on behalf of the Company to execute all such other documents, instruments and agreements and to do all such acts or things deemed by him/her to be incidental to, necessary to, ancillary to or in connection with the matters contemplated under the Supplemental Agreements (as defined in the Circular), the Revised Property Management Annual Caps, the Revised Service Annual Caps and the transactions contemplated thereunder and the implementation thereof including the affixing of seal thereon.”

By Order of the Board of
Sundy Service Group Co. Ltd
Yu Yun
Chairman

Hong Kong, 13 December 2021

Registered office in the Cayman Islands:
Conyers Trust Company (Cayman) Limited
Cricket Square
Hutchins Drive
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Grand Cayman KY1-1111
Cayman Island

*Headquarters and principal place of business
in the People’s Republic of China:*
127, Hanghai Road
Jiangan District
Hangzhou
Zhejiang province
People’s Republic of China

Principal place of business in Hong Kong:
39/F, Gloucester Tower
The Landmark
15 Queen’s Road Central
Hong Kong

Notes:

1. A member of the Company entitled to attend and vote at the extraordinary general meeting (the “EGM”) to appoint another person as his/her/its proxy to attend and vote instead of him/her/it. A member of the Company who is the holder of two or more shares of the Company may appoint more than one proxy to represent him/her/it and vote on his/her/its behalf. A proxy need not be a member of the Company. If more than one proxy is appointed, the appointment shall specify the number of shares in respect of which each such proxy is so appointed.

2. To be valid, the form of proxy and the power of attorney or other authority, if any, under which it is signed, or a certified copy thereof must be lodged with the Company's share registrar in Hong Kong, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong not less than 48 hours before the time appointed for holding the EGM or at any adjournment thereof. Completion and return of the form of proxy will not preclude you from attending and voting in person at the Meeting or at any adjournment thereof if you so wish. In such event, the form of proxy shall be deemed to be revoked.
3. For determining the qualification as members of the Company to attend and vote at the EGM, the register of members of the Company will be closed from Tuesday, 28 December 2021 to Friday, 31 December 2021, both days inclusive, during which period no transfer of shares will be registered. In order to be eligible to attend and vote at the EGM, all transfers of shares accompanied by the relevant share certificates and transfer forms must be lodged with the Company's share registrar in Hong Kong, Computershare Hong Kong Investor Services Limited, at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong for registration not later than 4:30 p.m. on Friday, 24 December 2021.
4. The translation into Chinese language of this notice is for reference only. In case of any inconsistency, the English version shall prevail.
5. If typhoon signal no. 8 or above, or a "black" rainstorm warning is hoisted on the date of the EGM, the meeting will be postponed. The Company will post an announcement on the website of the Company at <http://songduwuye.com> and on the HKExnews website of the Stock Exchange at www.hkexnews.hk to notify members of the Company of the date, time and place of the re-scheduled EGM.

Precautionary measures and special arrangements for the EGM

Considering the outbreak of the coronavirus (COVID-19), certain measures will be implemented at the EGM with a view to addressing the risk to attendees of infection, including, without limitation, (i) all attendees being required to (a) undergo compulsory body temperature check; and (b) wear surgical masks prior to admission to the EGM venue; (ii) attendees who are subject to health quarantine prescribed by the HKSAR Government or the Hangzhou Government not being admitted to the EGM venue; (iii) all attendees being required to wear surgical masks throughout the EGM; (iv) each attendee being assigned a designated seat at the time of registration to ensure social distancing; and (v) no refreshment packs or coffee/tea being provided.

The Company reminds attendees that they should carefully consider the risks of attending the EGM, taking into account their own personal circumstances. Furthermore, the Company would like to remind Shareholders that physical attendance in person at the EGM is not necessary for the purpose of exercising their voting rights and strongly recommends that Shareholders appoint the Chairman of the EGM as their proxy and submit their form of proxy as early as possible. The form of proxy can be downloaded from the Company's website (<http://songduwuye.com>) or the Stock Exchange's website (www.hkexnews.hk).

The Company will keep the evolving COVID-19 situation under review and may implement additional measures which it will announce closer to the date of the EGM.

As at the date of this notice, the Board comprises four executive Directors, Ms. Yu Yun (Chairman), Ms. Zhu Jin (Chief Executive Officer), Mr. Cheng Huayong and Mr. Zhu Yihua; and three independent non-executive Directors, Mr. Zhang Jingzhong, Mr. Xu Rongnian and Mr. Lau Kwok Fai Patrick.