

# HEVOL SERVICES GROUP CO. LIMITED

## 和泓服務集團有限公司

(the “Company”)

*(Incorporated in the Cayman Islands with limited liability)*

(Stock Code: 6093)

### PROCEDURES FOR SHAREHOLDERS TO PROPOSE A PERSON FOR ELECTION AS A DIRECTOR OF THE COMPANY (A “DIRECTOR”)

Adopted by the Board of Directors of the Company on 14 June 2019

The following procedures apply to shareholders who wish to propose a person for election as a Director. These procedures are subject to the Companies Law of the Cayman Islands, the memorandum and articles of association of the Company (as amended from time to time) and the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”) and other applicable legislation and regulation:

- (1) If a shareholder (other than the person to be proposed), who is duly qualified to attend and vote at a general meeting convened, wishes to propose a person (other than a retiring Director) for election as a Director at a general meeting, he/she shall lodge a written notice at the Company’s headquarter at Room 1505, 1512, Block 4, Dianshi Business Park, No.39, Badachu Road, Shijingshan District, Beijing, China for the attention of the Board of Directors of the Company.
- (2) The written notice must state (i) his/her intention to propose such person for election as a Director, and (ii) the contact details and biographical details of such nominated candidate as required under Rule 13.51(2) of the Listing Rules (including other directorships held in listed public companies in the last three (3) years and other major appointments and professional qualifications) and be signed by the shareholder concerned and the person who has been proposed to indicate his/her willingness to be elected and consent to the publication of his/her personal data.
- (3) The minimum length of the period for lodgement of the above notice shall be at least seven (7) days and the period for lodgement of the above notice shall commence on the day after the dispatch of the notice of the general meeting appointed for such election of Director and end no later than seven (7) days prior to the date of such general meeting.

Shareholders who have enquiries about the above procedures may write to the Board of Directors of the Company at Room 1505, 1512, Block 4, Dianshi Business Park, No.39, Badachu Road, Shijingshan District, Beijing, China.

11 July 2019