
THIS CIRCULAR IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

If you are in doubt as to any aspect of this circular or as to the action to be taken, you should consult a stockbroker or other registered dealer in securities, bank manager, solicitor, professional accountant or other professional adviser.

If you have sold or transferred all your shares in Beijing Capital Jiaye Property Services Co., Limited, you should at once hand this circular to the purchaser or the transferee, or to the bank, stockbroker or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

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**Beijing Capital Jiaye Property Services Co., Limited****北京京城佳業物業股份有限公司***(A joint stock company incorporated in the People's Republic of China with limited liability)***(Stock Code: 2210)**

(1) PROPOSED AMENDMENTS TO THE ARTICLES OF ASSOCIATION
(2) PROPOSED CHANGE OF NON-EXECUTIVE DIRECTORS
AND
(3) NOTICE OF THE SECOND EXTRAORDINARY GENERAL MEETING
OF 2022

The capitalized terms used in this cover page have the same meanings as those defined in the section headed "Definitions" of this circular.

The Letter from the Board is set out on pages 3 to 8 of this circular.

The Company will convene the EGM at 1:30 p.m. on Friday, October 28, 2022, at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC. A notice of the EGM is set out on pages EGM-1 to EGM-2 of this circular. A form of proxy for use in the EGM is enclosed with this circular and such form of proxy is also published on the websites of the Hong Kong Stock Exchange (www.hkexnews.hk) and the Company (www.bcjgs.com).

Shareholders who intend to appoint a proxy to attend the EGM are required to complete the accompanying form of proxy in accordance with the instructions printed thereon and return the same not later than 24 hours before the time designated for the EGM (being before 1:30 p.m. on Thursday, October 27, 2022) or any adjournment thereof (as the case may be). Completion and return of the form of proxy will not preclude you from attending and voting in person at the EGM or any adjournment thereof should you so wish.

Precautionary Measures for the EGM

To safeguard the health and safety of Shareholders and to prevent and control the spread of COVID-19, the Company will take, including but not limited to, the following precautionary measures at the EGM:

- (1) compulsory temperature checks**
- (2) scan a QR code for registration with his/her own information through the applet, "Beijing Jiankangbao (北京健康寶)", and the result should be normal**
- (3) wearing of face masks throughout the EGM (please bring your own mask)**
- (4) no souvenirs will be distributed and no refreshments will be served**

To the extent permitted by law, any person who does not comply with the precautionary measures (1), (2) and (3) as set out above may be denied entry into the venue of the EGM at the absolute discretion of the Company. Shareholders may appoint the Chairman of the meeting as their proxy to vote on the relevant resolutions at the EGM instead of attending the EGM in person.

October 11, 2022

PRECAUTIONARY MEASURES FOR THE EXTRAORDINARY GENERAL MEETING

Having considered the influence of COVID-19 epidemic and the guidelines and requirements for the control of its spread, to safeguard the safety of Shareholders and other attendees, the following precautionary measures will be taken at the EGM by the Company:

- (i) compulsory body temperature checks will be conducted on every attendee at the entrance of the venue of the EGM. Any person with a body temperature of over 37.3 degrees Celsius will be denied entry into the venue of the EGM.
- (ii) all attendees shall bring and wear their own face masks inside the venue of the EGM at all times, and maintain an appropriate distance between seats.
- (iii) attendees shall scan a QR code for registration with their own information through the applet, “Beijing Jiankangbao (北京健康寶)”, and the results should be normal, otherwise they will be denied entry into the venue of the EGM.
- (iv) any person who has travelled to any affected countries or areas outside Beijing within 14 days immediately before the EGM (“**Recent Travel History**”), is subject to quarantine or self-quarantine in relation to COVID-19 according to the related regulations (if applicable), and any person who has close contact with any person under quarantine or with Recent Travel History will be denied entry into the venue of the EGM.
- (v) no souvenirs will be distributed and no refreshments will be served at the EGM.

To the extent permitted by law, any person who does not comply with the precautionary measures (i) to (iv) as set out above may be denied entry into the venue of the EGM at the absolute discretion of the Company in order to ensure the safety of the attendees at the EGM.

In the interest of all stakeholders’ health and safety, the Company reminds all Shareholders that physical attendance at the EGM is not necessary for the purpose of exercising voting rights. Shareholders, particularly those who are subject to quarantine, are recommended to use a form of proxy with voting instructions inserted to appoint the Chairman of the EGM as their proxy to vote on the relevant resolutions at the EGM instead of attending the EGM in person.

DEFINITIONS

In this circular, unless the context otherwise requires, the following expressions have the following meanings:

“Articles of Association”	the articles of association of the Company, as amended, modified or otherwise supplemented from time to time
“Board” or “Board of Directors”	the Board of Directors of the Company
“China” or “PRC”	the People’s Republic of China, but for the purposes of this circular, excluding Hong Kong, Macau Special Administrative Region and Taiwan region
“Company”	Beijing Capital Jiaye Property Services Co., Limited, a joint stock company incorporated in the PRC with limited liability, the H Shares of which are listed on the Main Board of the Hong Kong Stock Exchange (Stock Code: 2210)
“Director(s)”	the director(s) of the Company
“Domestic Share(s)”	ordinary share(s) issued by the Company with a nominal value of RMB1.00 each, which are subscribed for and paid up in Renminbi
“Domestic Shareholder(s)”	holder(s) of the Domestic Share(s)
“EGM”	the second extraordinary general meeting of 2022 of the Company to be held at 1:30 p.m. on Friday, October 28, 2022, at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC
“H Share(s)”	overseas listed foreign share(s) in the share capital of the Company with a nominal value of RMB1.00 each, which are listed and traded on the Hong Kong Stock Exchange
“H Shareholder(s)”	holder(s) of the H Share(s)
“Hong Kong”	the Hong Kong Special Administrative Region of the PRC
“Hong Kong Stock Exchange”	The Stock Exchange of Hong Kong Limited

DEFINITIONS

“Latest Practicable Date”	September 30, 2022, being the latest practicable date prior to the printing of this circular for ascertaining certain information in this circular
“Listing Rules”	the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited
“RMB”	Renminbi, the lawful currency of the PRC
“Share(s)”	Domestic Share(s) and H Share(s)
“Shareholder(s)”	holder(s) of the Share(s)
“Supervisor(s)”	Supervisor(s) of the Company

LETTER FROM THE BOARD



Beijing Capital Jiaye Property Services Co., Limited **北京京城佳業物業股份有限公司**

(A joint stock company incorporated in the People's Republic of China with limited liability)
(Stock Code: 2210)

Executive Directors:

Mr. Zhang Weize (*Chairman*)
Mr. Yang Jun
Mr. Luo Zhou
Mr. Yao Xin

Non-executive Directors:

Mr. Xie Ping
Mr. Mao Lei

Independent Non-executive Directors:

Mr. Cheng Peng
Mr. Kong Weiping
Mr. Kong Chi Mo

Registered Office in the PRC:

Room 301, 3rd Floor
Building 34, Fahua South Lane
Dongcheng District
Beijing
the PRC

Principal Place of Business in the PRC:

8/F, Building A,
Chengjian Plaza
18 North Taipingzhuang Road
Haidian District
Beijing
the PRC

Principal Place of Business in Hong Kong:

5/F, Manulife Place
348 Kwun Tong Road
Kowloon
Hong Kong

October 11, 2022

To the Shareholders,

Dear Sir or Madam,

(1) PROPOSED AMENDMENTS TO THE ARTICLES OF ASSOCIATION
(2) PROPOSED CHANGE OF NON-EXECUTIVE DIRECTORS
AND
(3) NOTICE OF THE SECOND EXTRAORDINARY GENERAL MEETING
OF 2022

I. INTRODUCTION

The purpose of this circular is to provide you with relevant information, so as to enable you to make informed decisions on resolutions at the EGM.

LETTER FROM THE BOARD

II. PROPOSED AMENDMENTS TO THE ARTICLES OF ASSOCIATION

Reference is made to the announcement of the Company dated October 10, 2022 in relation to the proposed amendments to the Articles of Association.

The Board has considered and approved the resolution on proposed amendments to the Articles of Association to amend the Articles of Association in accordance with the latest amendments to laws and regulations, regulatory documents and the Listing Rules and taking into account the actual situation of the Company (the “**Proposed Amendments to the Articles of Association**”). Details of the Proposed Amendments to the Articles of Association are set out on Appendix I to this circular. The English version of the Articles of Association is an unofficial translation of its Chinese version. If there is any inconsistency between the Chinese and the English versions, the Chinese version shall prevail.

The Proposed Amendments to the Articles of Association are subject to the approval by way of a special resolution at the EGM, which is subject to the final approval of the industrial and commercial registration authorities in the PRC. It will also be proposed at the EGM to approve the authorization to the Board and agree the Board to delegate such authorization to other persons to make adjustments or amendments to the Articles of Association in accordance with the laws and regulations and the opinions of the regulatory authorities within and outside the PRC on the amendments to the Articles of Association, and to deal with procedural matters such as approval, filing and information disclosure.

The above resolution was considered and approved by the Board on October 10, 2022, and is hereby proposed at the EGM for consideration and approval by way of a special resolution.

III. PROPOSED CHANGE OF NON-EXECUTIVE DIRECTORS

Reference is made to the announcement of the Company dated October 10, 2022 in relation to the proposed change of non-executive Directors.

Mr. Xie Ping will resign as a non-executive Director and a member of the audit committee, the remuneration and evaluation committee and the risk and compliance management committee of the Board due to other work arrangements, with effect from the date of the approval of the appointment of a new Director (as mentioned below) by the Shareholders at the EGM.

Ms. Jiang Xin has been nominated by the nomination committee of the Board as a non-executive Director, with effect from the date of the approval of such change of Directors by the Shareholders at the EGM, until the expiry of the term of the first session of the Board. The Company will determine the arrangement for the relevant committee membership of the Board as soon as practicable upon the approval of the change of the non-executive Directors at the EGM.

LETTER FROM THE BOARD

Meanwhile, the Board agreed to authorize the remuneration and evaluation committee of the Board to, taking into account factors such as the Company's business results and Ms. Jiang Xin's performance and responsibilities, determine the remuneration of Ms. Jiang Xin upon the approval of her appointment at the EGM, and to authorize the chairman of the Board or any one of the executive Directors to enter into a service contract with Ms. Jiang Xin on behalf of the Company and to handle other related matters upon the approval of her appointment at the EGM.

Mr. Xie Ping has confirmed that he has no disagreement with the Board and there are no other matters that need to be brought to the attention of the Shareholders in connection with his resignation. The Board would like to take this opportunity to express its deep appreciation to Mr. Xie Ping for his contribution during his tenure as a Director and to welcome the nomination of Ms. Jiang Xin.

LETTER FROM THE BOARD

The biographical details of Ms. Jiang Xin are set out as follows:

Ms. Jiang Xin, aged 45, has served as the deputy director of the corporate management department of Beijing Urban Construction Group Co., Ltd. (北京城建集團有限責任公司) since August 2020, primarily involved in the company's reform and restructuring, organizational and institutional management, and rules and regulations management. Since August 2021, Ms. Jiang Xin has served as a director of Beijing Urban Construction New Material Co., Ltd. (北京城建新材料有限公司), a subsidiary of Beijing Urban Construction Group Co., Ltd. (北京城建集團有限責任公司). From July 1998 to July 2020, Ms. Jiang Xin served successively as an operation member, a publicity member, the director of the office of the managers, and a secretary to the board of the company and deputy general manager of Beijing Urban Construction Road & Bridge Group Co., Ltd. (北京城建道橋建設集團有限公司).

Ms. Jiang Xin graduated from Lanzhou University in June 1998 with a bachelor's degree in economics majoring in national economic management and graduated from the Chinese University of Hong Kong in June 2014 with a degree of MBA. In November 2008, Ms. Jiang Xin was awarded the qualification of senior economist specialising in business administration by Beijing Advanced Professional and Technical Qualification Review Committee (北京市高級專業技術資格評審委員會).

As of the Latest Practicable Date, save as disclosed above, Ms. Jiang Xin confirmed that (i) she did not hold any directorship in any other public companies the securities of which are listed on any securities market in Hong Kong or overseas in the last three years; (ii) she had no relationship with any Directors, Supervisors, senior management, substantial Shareholders or controlling Shareholders of the Company; (iii) she did not hold any positions within the Company or any of its subsidiaries; and (iv) she had no interest or deemed interest in any Share, underlying Share or debenture of the Company or its associated corporations within the meaning of Part XV of the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong). Save as disclosed above, there is no other information relating to the appointment of Ms. Jiang Xin that is required to be disclosed pursuant to Rules 13.51(2)(h) to (v) of the Listing Rules and there are no other matters that need to be brought to the attention of the Shareholders.

The above resolution was considered and approved by the Board on October 10, 2022, and is hereby proposed at the EGM for consideration and approval by way of an ordinary resolution.

IV. THE EGM

The Company will convene the EGM at 1:30 p.m. on Friday, October 28, 2022, at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC to consider and, where appropriate, approve the proposed matters set out in the relevant notice. A notice of the EGM is set out on pages EGM-1 to EGM-2 of this circular. The Company will publish an announcement of the poll results in the manner required under Rule 13.39(5) of the Listing Rules after the conclusion of the EGM.

LETTER FROM THE BOARD

The register of members of the Company will be closed from Wednesday, October 26, 2022 to Friday, October 28, 2022, both days inclusive, during which no transfer of Shares will be effected. Shareholders whose names appear on the register of members of the Company on Friday, October 28, 2022 shall be entitled to attend and vote at the EGM. To be eligible for attending and voting at the EGM, all share transfer documents accompanied by the relevant share certificates and other appropriate documents must be lodged with the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (for H Shareholders), or the Company's Office of the Board at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) not later than 4:30 p.m. on Tuesday, October 25, 2022 for registration.

If you intend to appoint a proxy to attend the EGM, you are required to complete the accompanying form of proxy in accordance with the instructions printed thereon and return the form. If the instrument appointing the proxy is signed by a person authorised by the appointer, the power of attorney authorizing the execution of the instrument or other authorization documents shall be notarized and must be served concurrently with the instrument. The form of proxy, together with the copies of the notarized power of attorney or other authorization documents, shall be deposited at the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (for H Shareholders), or the Company's Office of the Board at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) no later than 24 hours before the time designated for the EGM (being before 1:30 p.m. on Thursday, October 27, 2022) or any adjournment (as the case may be) thereof before the form becomes effective. Completion and return of the form of proxy will not preclude you from attending and voting in person at the EGM or at any adjourned meeting thereof should you so wish.

V. VOTE BY POLL

Pursuant to Rule 13.39(4) of the Listing Rules, any vote of Shareholders at a general meeting must be taken by poll. Accordingly, the resolutions to be proposed at the EGM will be voted on by poll.

To the best of the knowledge, information and belief of the Directors, having made all reasonable enquiries, as at the Latest Practicable Date, no Shareholders were required to abstain from voting on the resolutions to be proposed at the EGM.

LETTER FROM THE BOARD

VI. RESPONSIBILITY STATEMENT

This circular, for which the Directors collectively and individually accept full responsibility, includes particulars given in compliance with the Listing Rules for the purpose of giving information with regard to the Company. The Directors, having made all reasonable enquiries, confirm that, to the best of their knowledge and belief, the information contained in this circular is accurate and complete in all material respects and not misleading or deceptive, and there are no other matters the omission of which would make any statement herein or this circular misleading.

VII. RECOMMENDATION

The Board considers that the resolutions to be proposed at the EGM are in the interests of the Company and its Shareholders as a whole. As such, the Board recommends the Shareholders to vote in favour of the resolutions to be proposed at the EGM.

VIII. OTHER INFORMATION

Your attention is drawn to the other information contained in this circular and the notice of the EGM.

By order of the Board of Directors
Beijing Capital Jiaye Property Services Co., Limited
Zhang Weize
Chairman

Beijing, the PRC

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Details of the Proposed Amendments to the Articles of Association are as follows:

Original Article	Revised Article
<p>Article 5</p> <p>Address of the Company: Room 301, 3rd Floor, Building 34, Fahua South Lane Dongcheng District, Beijing</p> <p>Postal code: 100061 Tel No.: 010-56176080 Fax No.: 010-56176081</p>	<p>Article 5</p> <p>Address of the Company: Room 301, 3rd Floor, Building 34, Fahua South Lane Dongcheng District, Beijing</p> <p>Postal code: 100061 <u>Tel No.: 010-56176080</u> <u>Fax No.: 010-56176081</u></p>
<p>Article 11</p> <p>The business objectives of the Company: to realize the vision together with one heart, strive for pragmatic innovation and keep the passion and gratitude so as to devote all its dedications to the creation of characteristic lifestyle services of urban construction; to maintain sincere communication, adhere to quality and achieve technology empowerment so as to devote all its endeavour to ensure urban functions, thereby developing the Company as a provider of urban renewal services and quality lifestyle services.</p>	<p>Article 11</p> <p>The business objectives of the Company: to realize the vision together with one heart, strive for pragmatic innovation and keep the passion and gratitude so as to devote all its dedications to the creation of characteristic lifestyle services of urban construction; to maintain sincere communication, adhere to quality and achieve technology empowerment so as to devote all its endeavour to ensure urban functions, thereby developing the Company as a <u>nationally renowned provider of urban services and quality lifestyle services.</u></p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>Article 30</p> <p>Where the Company repurchases its shares through an off-market agreement, it shall seek prior approval of the general meeting in accordance with these Articles of Association. The Company may rescind or revise a contract entered into in the aforementioned manner or waive any of its rights thereunder with prior approval of the general meeting obtained in the same manner.</p> <p>The contract for the repurchase of shares referred to in the preceding paragraph includes but not limited to agreements on assuming obligations of the repurchase of shares and acquiring the rights of the shares repurchased.</p> <p>The Company shall not assign a contract for repurchasing its own shares or any of its rights thereunder.</p> <p>With regard to the redeemable shares that the Company has the right to repurchase, if they are not repurchased on the market or by way of tender, the prices of these shares shall not exceed a maximum price; if they are repurchased by way of tender, the tenders shall be available and proposed to all shareholders alike.</p>	<p>Article 30</p> <p>Where the Company repurchases its shares through an off-market agreement, it shall seek prior approval of the general meeting in accordance with these Articles of Association. The Company may rescind or revise a contract entered into in the aforementioned manner or waive any of its rights thereunder with prior approval of the general meeting obtained in the same manner.</p> <p>The contract for the repurchase of shares referred to in the preceding paragraph includes but not limited to agreements on assuming obligations of the repurchase of shares and acquiring the rights of the shares repurchased.</p> <p>The Company shall not assign a contract for repurchasing its own shares or any of its rights thereunder.</p> <p><u>With regard to the redeemable shares that the Company has the right to repurchase, if they are not repurchased on the market or by way of tender, the prices of these shares shall not exceed a maximum price; if they are repurchased by way of tender, the tenders shall be available and proposed to all shareholders alike.</u></p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>Article 47</p> <p>Where applicable laws, regulations and the Hong Kong Listing Rules stipulate the period of closure of the register of shareholders prior to a general meeting or the base date on which the Company decides to distribute dividends, such provisions shall prevail.</p>	<p>Article 47</p> <p>Where applicable laws, regulations and the Hong Kong Listing Rules stipulate the period of closure of the register of shareholders prior to a general meeting or the base date on which the Company decides to distribute dividends, such provisions shall prevail. <u>Upon receipt of an application for inquiry of the register of shareholders during the aforesaid period, the Company shall issue the certificate signed by the company secretary to the applicant to specify the approval authority and duration of the abovementioned period of closure.</u></p>
<p>Article 54</p> <p>Shareholders of ordinary shares of the Company shall enjoy the following rights:</p> <p>(I) The rights to receive dividends and other forms of profit distribution in proportion to the number of shares held by them;</p> <p>(II) The rights to request, convene, host, attend or appoint a proxy to attend a general meeting and exercise corresponding voting rights in accordance with laws;</p> <p>(III) The rights to supervise and manage the operating activities of the business of the Company, to put forward proposals and raise inquiries;</p>	<p>Article 54</p> <p>Shareholders of ordinary shares of the Company shall enjoy the following rights:</p> <p>(I) The rights to receive dividends and other forms of profit distribution in proportion to the number of shares held by them;</p> <p>(II) The rights to request, convene, host, attend or appoint a proxy to attend a general meeting and exercise corresponding voting rights in accordance with laws;</p> <p>(III) The rights to supervise and manage the operating activities of the business of the Company, to put forward proposals and raise inquiries;</p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>(IV) The rights to transfer, donate, or pledge shares held by them in accordance with relevant provisions of the laws, administrative regulations, normative documents and the securities regulatory authorities in the place where the shares of the Company are listed;</p> <p>(V) The rights to obtain relevant information in accordance with the provisions of the laws, administrative regulations, departmental rules, normative documents, the listing rules of the place where the shares of the Company are listed and these Articles of Association, including:</p> <ol style="list-style-type: none"> 1. The right to obtain a copy of these Articles of Association, subject to the payment of reasonable fees; 2. The right to access to and reproduce, subject to the payment of reasonable fees: <ol style="list-style-type: none"> (1) All parts of the register of shareholders; (2) Personal particulars of each of the directors, supervisors and senior management, including: <ol style="list-style-type: none"> (a) Present and former name and alias; (b) Principal residential address (domicile); (c) Nationality; (d) Full-time and all other part-time occupations and duties; (e) Identification documents and their numbers. 	<p>(IV) The rights to transfer, donate, or pledge shares held by them in accordance with relevant provisions of the laws, administrative regulations, normative documents and the securities regulatory authorities in the place where the shares of the Company are listed;</p> <p>(V) The rights to obtain relevant information in accordance with the provisions of the laws, administrative regulations, departmental rules, normative documents, the listing rules of the place where the shares of the Company are listed and these Articles of Association, including:</p> <ol style="list-style-type: none"> 1. The right to obtain a copy of these Articles of Association, subject to the payment of reasonable fees; 2. The right to access to and reproduce, subject to the payment of reasonable fees: <ol style="list-style-type: none"> (1) All parts of the register of shareholders; (2) Personal particulars of each of the directors, supervisors and senior management, including: <ol style="list-style-type: none"> (a) Present and former name and alias; (b) Principal residential address (domicile); (c) Nationality; (d) Full-time and all other part-time occupations and duties; (e) Identification documents and their numbers.

APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO THE ARTICLES OF ASSOCIATION

Original Article	Revised Article
<p>(3) Report on the status of the Company's share capital;</p> <p>(4) Special resolutions of the Company;</p> <p>(5) Report on the total par value, quantity, the highest price and the lowest price of every class of shares that the Company has repurchased since the end of the last financial year, as well as all the expenses that the Company has paid for them, which are segmented by domestic shares and foreign shares;</p> <p>(6) Minutes of general meetings;</p> <p>(7) Financial and accounting reports, the latest audited financial statements as well as the reports of the board of directors, the auditors and the supervisory committee;</p> <p>(8) The latest annual report that has been filed with the share registrar of the Company or other competent authorities for record.</p>	<p>(3) Report on the status of the Company's share capital;</p> <p>(4) Special resolutions of the Company;</p> <p>(5) Report on the total par value, quantity, the highest price and the lowest price of every class of shares that the Company has repurchased since the end of the last financial year, as well as all the expenses that the Company has paid for them, which are segmented by domestic shares and foreign shares;</p> <p>(6) Minutes of general meetings;</p> <p>(7) Financial and accounting reports, the latest audited financial statements as well as the reports of the board of directors, the auditors and the supervisory committee;</p> <p>(8) The latest annual report that has been filed with the share registrar of the Company or other competent authorities for record.</p>
<p>Documents referred to in item (1) to item (8) (excluding item (2)) above shall be maintained at the Company's address in Hong Kong according to the requirements of the Hong Kong Listing Rules and shall be made available for inspection by the public and shareholders free of charge (except for minutes of general meetings which shall be made available for inspection by shareholders only).</p>	<p>Documents referred to in item (1) to item (8) (excluding item (2)) above shall be maintained at the Company's address in Hong Kong according to the requirements of the Hong Kong Listing Rules and shall be made available for inspection by the public and shareholders free of charge (except for minutes of general meetings which shall be made available for inspection by shareholders only).</p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>(VI) In the event of the termination or liquidation of the Company, the right to participate in the distribution of the remaining property of the Company in proportion to the shares held by them;</p> <p>(VII) The right to require the Company to purchase their shares in the event of their objection to resolutions of the general meeting concerning merger or division of the Company;</p> <p>(VIII) The right for shareholders who severally or jointly hold three per cent (3%) or more of the Company’s shares to make a provisional proposal in writing to the board of directors no later than ten (10) working days before the date of general meeting;</p> <p>(IX) Other rights stipulated in the provisions of the laws, administrative regulations, departmental rules, normative documents, the listing rules of the place where the shares of the Company are listed or these Articles of Association.</p> <p>The Company shall not exercise any power to freeze or otherwise impair any of the rights attaching to any shares held by the person who is interested directly or indirectly therein on the ground only that such person has failed to disclose his/her interests to the Company.</p>	<p>(VI) In the event of the termination or liquidation of the Company, the right to participate in the distribution of the remaining property of the Company in proportion to the shares held by them;</p> <p>(VII) The right to require the Company to purchase their shares in the event of their objection to resolutions of the general meeting concerning merger or division of the Company;</p> <p>(VIII) The right for shareholders who severally or jointly hold three per cent (3%) or more of the Company’s shares to make a provisional proposal in writing to the board of directors no later than ten (10) working days before the date of general meeting;</p> <p>(IX) Other rights stipulated in the provisions of the laws, administrative regulations, departmental rules, normative documents, the listing rules of the place where the shares of the Company are listed or these Articles of Association.</p> <p>The Company shall not exercise any power to freeze or otherwise impair any of the rights attaching to any shares held by the person who is interested directly or indirectly therein on the ground only that such person has failed to disclose his/her interests to the Company.</p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>Article 72</p> <p>Where the Company convenes an annual general meeting, a written notice of the meeting shall be given to all shareholders whose names appear on the register of shareholders at least twenty (20) clear days prior the date of the meeting, to notify all shareholders whose names appear on the register of shareholders of the matters to be considered at and the date and place of the meeting. Where the Company convenes an extraordinary general meeting, a written notice of the meeting shall be given to all shareholders whose names appear on the register of shareholders at least fifteen (15) clear days or ten (10) working days (whichever is longer) prior the date of the meeting.</p> <p>For the purpose of determining the period of notice, neither the date on which the meeting is convened nor the date on which the notice is issued shall be included.</p>	<p>Article 72</p> <p>Where the Company convenes an annual general meeting, a written notice of the meeting shall be given to all shareholders whose names appear on the register of shareholders at least twenty (20) clear days prior <u>to</u> the date of the meeting, to notify all shareholders whose names appear on the register of shareholders of the matters to be considered at and the date and place of the meeting. Where the Company convenes an extraordinary general meeting, a written notice of the meeting shall be given to all shareholders whose names appear on the register of shareholders at least fifteen (15) clear days or ten (10) working days (whichever is longer) prior <u>to</u> the date of the meeting.</p> <p>For the purpose of determining the period of notice, neither the date on which the meeting is convened nor the date on which the notice is issued shall be included.</p>
<p>Article 80</p> <p>The proxy form shall be deposited at the domicile of the Company or such other places as the notice of relevant meeting may specify not less than twenty-four (24) hours prior to the convening of the meeting at which the relevant matters will be voted on, or twenty-four (24) hours before the designated voting time. If the principal authorizes any other person to sign the proxy form, the power of attorney or other authority shall be notarized. The notarized power of attorney or other authority must be delivered to the domicile of the Company or such other places specified in the notice of meeting together with the proxy form.</p>	<p>Article 80</p> <p>The proxy form shall be deposited at the domicile of the Company or such other places as the notice of relevant meeting may specify not less than twenty-four (24) hours prior to the convening of the meeting at which the relevant matters will be voted on, or twenty-four (24) hours before the designated voting time. If the principal authorizes any other person to sign the proxy form, the power of attorney or other authority shall be notarized. The notarized power of attorney or other authority must be delivered to the domicile of the Company or such other places specified in the notice of meeting together with the proxy form.</p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>If the principal is a corporation, its legal representatives or any other person authorized by its board of directors or other governing bodies shall act as a representative to attend the general meeting of the Company.</p> <p>If a shareholder is a recognized clearing house or its agent within the meaning of the laws of Hong Kong, it may authorize one (1) or more proxy(ies) as it thinks fit to act as its proxy(ies) at any general meeting or class meeting of shareholders. However, if more than one (1) proxy is appointed, the proxy form shall specify the number and class of shares represented by each of such proxies under the authorization. Such authorized proxies may exercise the right on behalf of the recognized clearing house or its agent, as if they are the individual shareholders of the Company.</p>	<p>If the principal is a corporation, its legal representatives or any other person authorized by its board of directors or other governing bodies shall act as a representative to attend the general meeting of the Company.</p> <p>If a shareholder is a recognized clearing house or its agent within the meaning of the laws of Hong Kong, it may authorize one (1) or more proxy(ies) as it thinks fit to act as its proxy(ies) at any general meeting or, class meeting of shareholders <u>or creditors' meeting of the Company</u>. However, if more than one (1) proxy is appointed, the proxy form shall specify the number and class of shares represented by each of such proxies under the authorization. Such authorized proxies may exercise the right, <u>including but not limited to the right to speak and vote</u>, on behalf of the recognized clearing house or its agent, as if they are the individual shareholders of the Company.</p>
<p>Article 114</p> <p>A director shall continue to perform his duties in accordance with relevant regulations and these Articles of Association until a duly re-elected director takes office, if re-election is not conducted in a timely manner upon the expiry of his term of office or if the resignation of a director results in the number of directors being less than the quorum.</p>	<p>Article 114</p> <p>A director shall continue to perform his duties in accordance with relevant regulations and these Articles of Association until a duly re-elected director takes office, if re-election is not conducted in a timely manner upon the expiry of his term of office or if the resignation of a director results in the number of directors being less than the quorum.</p>

**APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO
THE ARTICLES OF ASSOCIATION**

Original Article	Revised Article
<p>A director may resign before the expiration of his/her term of office. If a Director resigns, such Director shall tender in writing a letter of resignation to the Board, and the Board shall disclose relevant information in a timely manner and when necessary. Except that the members of the Board fall below the minimum statutory requirements due to the resignation of a Director set out in this Article, the resignation of a Director shall take effect at the time when the letter of resignation has been served on the Board, unless a later effective date of resignation is prescribed in the letter of resignation. If the resignation of an independent non-executive director results in the number of independent non-executive director of the Board of the Company being less than the quorum, the resignation of this independent non-executive director shall be effective only after the succeeding independent non-executive director has filled his vacancy.</p> <p>Any director appointed by the Board to fill a casual vacancy or as an addition to the Board shall hold office only until the next annual general meeting of the Company and shall be eligible for re-election at the meeting. Without violation of relevant laws and regulations and the regulatory rules of the place where the shares of the Company are listed, any director appointed by the Board to fill a casual vacancy to the Board shall accept shareholders' election at the first general meeting after acceptance of the appointment.</p>	<p>A director may resign before the expiration of his/her term of office. If a Director resigns, such Director shall tender in writing a letter of resignation to the Board, and the Board shall disclose relevant information in a timely manner and when necessary. Except that the members of the Board fall below the minimum statutory requirements due to the resignation of a Director set out in this Article, the resignation of a Director shall take effect at the time when the letter of resignation has been served on the Board, unless a later effective date of resignation is prescribed in the letter of resignation. If the resignation of an independent non-executive director results in the number of independent non-executive director of the Board of the Company being less than the quorum, the resignation of this independent non-executive director shall be effective only after the succeeding independent non-executive director has filled his vacancy.</p> <p>Any director appointed by the Board to fill a casual vacancy or as an addition to the Board shall hold office only until the next annual general meeting of the Company and shall be eligible for re-election at the meeting. Without violation of relevant laws and regulations and the regulatory rules of the place where the shares of the Company are listed, any director appointed by the Board to fill a casual vacancy to the Board shall accept shareholders' election <u>be elected</u> at the first general meeting after acceptance of the appointment.</p>

APPENDIX I PARTICULARS OF PROPOSED AMENDMENTS TO THE ARTICLES OF ASSOCIATION

Original Article	Revised Article
<p>Article 143</p> <p>The Board of Directors consists of five special committees, namely the Audit Committee, Nomination Committee, Remuneration and Evaluation Committee, Strategy and Investment Committee and Risk and Compliance Management Committee. The duties, composition and the rules of procedures for such committees shall be decided by the Board separately. The Board of Directors may establish other special committees as necessary.</p> <p>The special committees under the Board are special working bodies established by the Board to provide suggestions or advice for major decisions of the Board. The special committees shall not make any decision on behalf of the Board of Directors, but they may exercise decision-making power on authorised matters according to the authorisation of the Board.</p>	<p>Article 143</p> <p>The Board of Directors consists of five special committees, namely the Audit Committee, Nomination Committee, Remuneration and Evaluation Committee, Strategy and Investment and ESG Committee and Risk and Compliance Management Committee. The duties, composition and the rules of procedures for such committees shall be decided by the Board separately. The Board of Directors may establish other special committees as necessary.</p> <p>The special committees under the Board are special working bodies established by the Board to provide suggestions or advice for major decisions of the Board. The special committees shall not make any decision on behalf of the Board of Directors, but they may exercise decision-making power on authorised matters according to the authorisation of the Board.</p>

The English version of the Articles of Association is an unofficial translation of its Chinese version. If there is any inconsistency between the Chinese and the English versions, the Chinese version shall prevail.

Save for the above Proposed Amendments to the Articles of Association, other provisions of the Articles of Association will remain unchanged.

NOTICE OF THE EGM

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Beijing Capital Jiaye Property Services Co., Limited

北京京城佳業物業股份有限公司

(A joint stock company incorporated in the People's Republic of China with limited liability)

(Stock Code: 2210)

NOTICE OF THE SECOND EXTRAORDINARY GENERAL MEETING OF 2022

NOTICE IS HEREBY GIVEN THAT the second extraordinary general meeting of 2022 (the “EGM”) of Beijing Capital Jiaye Property Services Co., Limited (the “Company”) will be held at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC at 1:30 p.m. on Friday, October 28, 2022 for the purpose of considering and, if thought fit, approving the following resolutions by the Shareholders of the Company:

SPECIAL RESOLUTION

1. To consider and approve the amendments to the Articles of Association.

ORDINARY RESOLUTION

2. To consider and approve the appointment of Ms. Jiang Xin as a non-executive Director of the Company with effect from the conclusion of the EGM until the expiry of the term of the first session of the Board; and the termination of the office of Mr. Xie Ping as a non-executive Director of the Company, with effect from the approval granted at the EGM.

By order of the Board of Directors
Beijing Capital Jiaye Property Services Co., Limited
Zhang Weize
Chairman

Beijing, the PRC
October 11, 2022

As at the date of this notice, the Board consists of Mr. Zhang Weize, Mr. Yang Jun, Mr. Luo Zhou and Mr. Yao Xin as executive Directors, Mr. Xie Ping and Mr. Mao Lei as non-executive Directors, and Mr. Cheng Peng, Mr. Kong Weiping and Mr. Kong Chi Mo as independent non-executive Directors.

NOTICE OF THE EGM

Notes:

- (a) Unless specifically indicated, details of the resolutions are set out in the circular of the Company dated October 11, 2022. Terms used therein shall have the same meanings as defined in the circular.
- (b) Individual Shareholders who wish to attend the meeting in person shall produce their identity cards or other effective document or proof of identity and stock account cards. Proxies of individual Shareholders shall produce their effective proof of identity and form of proxy. A corporate Shareholder should attend the meeting by its legal representative or proxy appointed by the legal representative. A legal representative who wishes to attend the meeting should produce his/her identity card or other valid documents evidencing his/her capacity as a legal representative. If appointed to attend the meeting, the proxy should produce his/her identity card and an authorization instrument duly signed by the legal representative of the corporate Shareholder.
- (c) Any Shareholder entitled to attend and vote at the EGM is entitled to appoint one or more person(s) (if the Shareholder holds two or more issued Shares), whether (each of) such person is a Shareholder of the Company or not, as his/her/its proxy or proxies to attend and vote on his/her/its behalf at the EGM.

The instrument appointing a proxy must be signed by the Shareholder or his/her attorney duly authorized in writing. For a corporate Shareholder, the proxy instrument must be affixed with the common seal or signed by its director or attorney duly authorized in writing.

If the power of attorney of the proxy is signed by the authorized person of the appointer under a power of attorney or other authorization document(s) given by the appointer, such power of attorney or other authorization document(s) shall be notarized and served at the same time as the power of attorney. To be valid, the form of proxy, together with a notarially certified copy of the power of attorney or other authorization document(s), must be delivered to the H Share Registrar of the Company, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (for H Shareholders), or to the Office of the Board of the Company at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) not later than 24 hours before the designated time for the holding of the EGM (being before 1:30 p.m. on Thursday, October 27, 2022) or any adjournment thereof (as the case may be).

In case of registered joint holders of any Shares, any one of the registered joint holders can vote on such Shares at the EGM in person or by proxy as if he/she is the only holder entitled to vote. If more than one registered joint holders attend the EGM in person or by proxy, only the vote of the person whose name appears first in the register of members of the Company relating to such Shares (in person or by proxy) will be accepted as the sole and exclusive vote of the joint holders.

After the completion and return of the form of proxy and the power of attorney, you can attend and vote in person at the EGM or any adjournment thereof should you so wish. In this case, the power of attorney will be deemed to have been revoked.

According to Rule 13.39(4) of the Listing Rules, any vote of Shareholders at a general meeting must be taken by poll. Accordingly, the resolutions to be proposed at the EGM will be voted on by poll. Results of the poll voting will be posted onto the website of the Company (www.bcjps.com) and the website of the Hong Kong Stock Exchange (www.hkexnews.hk) upon the conclusion of the EGM.

- (d) For determining eligibility to attend and vote at the EGM (and at any adjournment thereof), the register of members of the Company will be closed from Wednesday, October 26, 2022 to Friday, October 28, 2022, both days inclusive, during which period no transfer of Shares will be registered. The Shareholders whose names appear on the Company's register of members on Friday, October 28, 2022 shall be entitled to attend and vote at the EGM.

To be eligible for attending and voting at the EGM, all share transfer documents accompanied by the relevant share certificates and other appropriate documents must be lodged with the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (for H Shareholders), or the Company's Office of the Board at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) not later than 4:30 p.m. on Tuesday, October 25, 2022 for registration.

- (e) Shareholders attending the EGM are responsible for their own transportation and accommodation expenses.

Shareholders may contact the Office of the Board of the Company at telephone (+86 10 6209 1667) for any enquiries in respect of the EGM.