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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 FIRST EXTRAORDINARY GENERAL MEETING OF 2023

NOTICE IS HEREBY GIVEN THAT the first extraordinary general meeting of 2023 (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 Tuesday, December 19, 2023 for the purpose of considering and, if thought fit, approving the following resolutions by the Shareholders of the Company:

ORDINARY RESOLUTIONS

1. To consider and approve the adoption of the Share Appreciation Rights Incentive Scheme and the authorization to the Board to deal with matters relating to the Share Appreciation Rights Incentive Scheme.
2. To consider and approve the change of shareholder representative Supervisor.
3. To consider and approve each item of the revised annual caps for the following continuing connected transactions:
 - 3.1 To consider and approve the revised annual cap for the transactions under the 2021 Property Management Services Framework Agreement for the year ending December 31, 2023;
 - 3.2 To consider and approve the revised annual caps for the transactions in relation to the Group leasing properties from BUCG and its associates under the 2021 BUCG Property Leasing Framework Agreement for the year ending December 31, 2023;
 - 3.3 To consider and approve the revised annual cap for the transactions under the 2021 Engineering and Laboring Services Framework Agreement for the year ending December 31, 2023; and
 - 3.4 The Board and/or its authorised person be and is hereby authorised for and on behalf of the Company to do all such acts and things and sign, agree, ratify or execute all such documents as he/she/it in his/her/its discretion considers necessary, desirable or expedient for the purpose of, or in connection with, the implementation of and giving effect to the above revision of annual caps.

4. To consider and approve each item of the following renewal and entering into of the continuing connected transactions:
 - 4.1 To consider and approve the 2024 Property Management Services Framework Agreement and its annual caps for the three years ending December 31, 2026;
 - 4.2 To consider and approve the 2024 BUCG Commercial Operational Services and Value-Added Services Framework Agreement and its annual caps for the three years ending December 31, 2026;
 - 4.3 To consider and approve the 2024 Tiannuo Property Commercial Operational Services and Value-Added Services Framework Agreement and its annual caps for the three years ending December 31, 2026;
 - 4.4 To consider and approve the 2024 BUCG Property Leasing Framework Agreement and its annual caps for the three years ending December 31, 2026;
 - 4.5 To consider and approve the 2024 Property Ancillary Services Framework Agreement and its annual caps for the three years ending December 31, 2026;
 - 4.6 To consider and approve the 2024 Engineering and Laboring Services Framework Agreement and its annual caps for the three years ending December 31, 2026;
 - 4.7 To consider and approve the Carpark Space Leasing and Sales Services Framework Agreement and its annual caps for each of the periods from the effective date to December 31, 2023, for the two years ending December 31, 2025 and for the period from January 1, 2026 to the termination date, respectively; and
 - 4.8 The Board and/or its authorised person be and is hereby authorised for and on behalf of the Company to do all such acts and things and sign, agree, ratify or execute all such documents as he/she/it in his/her/its discretion considers necessary, desirable or expedient for the purpose of, or in connection with, the implementation of and giving effect to the above framework agreements and the transactions contemplated thereunder.

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

Beijing, the PRC
November 30, 2023

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, Ms. Jiang Xin 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.

Notes:

- (a) Unless specifically indicated, details of the resolutions are set out in the circular of the Company dated November 30, 2023. 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, Wan Chai, 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 Monday, December 18, 2023) 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 Saturday, December 16, 2023 to Tuesday, December 19, 2023, both days inclusive, during which period no transfer of Shares will be registered. 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, Wan Chai, 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 Friday, December 15, 2023 for registration. Shareholders whose names appear on the register of members of the Company on Tuesday, December 19, 2023 shall be entitled to attend and vote at the EGM.
- (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.