

*Hong Kong Exchanges and Clearing Limited and The Stock Exchange of Hong Kong Limited take no responsibility for the contents of this notice, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this notice.*



**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.*

*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](http://www.bcjps.com)) and the website of the Hong Kong Stock Exchange ([www.hkexnews.hk](http://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.