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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 2024 FIRST DOMESTIC SHARES CLASS MEETING

NOTICE IS HEREBY GIVEN THAT the 2024 first Domestic Shares class meeting (the “**Domestic Shares Class Meeting**”) 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 3:30 p.m. on Wednesday, May 22, 2024 or immediately following the conclusion of the 2024 first H Shares Class Meeting held on the same day or any adjournment thereof (as the case may be) (whichever is later), for the purpose of considering and, if thought fit, approving the following resolutions by the domestic shareholders (the “**Domestic Shareholders**”) of the Company:

SPECIAL RESOLUTION

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

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

Beijing, the PRC
April 30, 2024

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 April 30, 2024. Terms used therein shall have the same meanings as defined in the circular.
- (b) Individual Domestic 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 Domestic Shareholders shall produce their effective proof of identity and form of proxy. A corporate Domestic 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 Domestic Shareholder.
- (c) Any Domestic Shareholder entitled to attend and vote at the Domestic Shares Class Meeting is entitled to appoint one or more person(s) (if the Shareholder holds two or more issued Domestic Shares), whether (each of) such person is the Domestic Shareholder or not, as his/her/its proxy or proxies to attend and vote on his/her/its behalf at the Domestic Shares Class Meeting.

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

If the power of attorney of the proxy is signed by the authorised 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 Office of the Board of the Company at 11/F, Building B, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC not later than 24 hours before the designated time for the holding of the Domestic Shares Class Meeting (being before 3:30 p.m. on Tuesday, May 21, 2024) or any adjournment thereof (as the case may be).

In case of registered joint holders of any Domestic Shares, any one of the registered joint holders can vote on such Shares at the Domestic Shares Class Meeting 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 Domestic Shares Class Meeting in person or by proxy, only the vote of the person whose name appears first in the register of members of the Domestic Shares 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 Domestic Shares Class Meeting 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 Domestic Shares Class Meeting will be voted on by poll. Results of the poll voting will be posted on the website of the Company at (www.bcjps.com) and the website of the Hong Kong Stock Exchange at (www.hkxnews.hk) upon the conclusion of the Domestic Shares Class Meeting.

- (d) For determining the eligibility of Domestic Shareholders to attend and vote at the Domestic Shares Class Meeting (and at any adjournment thereof), the register of members of the Domestic Shares of the Company will be closed from Friday, May 17, 2024 to Wednesday, May 22, 2024, both days inclusive, during which period no transfer of Domestic Shares will be registered. To be eligible for attending and voting at the Domestic Shares Class Meeting, all Domestic share transfer documents accompanied by the relevant share certificates and other appropriate documents must be lodged with the Company's Office of the Board at 11/F, Building B, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC not later than 4:30 p.m. on Thursday, May 16, 2024 for registration. Domestic Shareholders whose names appear on the register of members of the Domestic Shares of the Company on Wednesday, May 22, 2024 shall be entitled to attend and vote at the Domestic Shares Class Meeting.
- (e) Domestic Shareholders attending the Domestic Shares Class Meeting are responsible for their own transportation and accommodation expenses.

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