



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)

**FORM OF PROXY FOR THE FIRST
EXTRAORDINARY GENERAL MEETING OF 2023
TO BE HELD ON DECEMBER 19, 2023**

Number of shares to which this proxy form relates ^(Note 1)	Domestic Shares
	H Shares

I/We^(Note 2) _____ (name)

of _____ (address)

being the registered shareholder(s) of _____ domestic shares/H shares^(Note 3) in the issued share capital of Beijing Capital Jiaye Property Services Co., Limited (the "Company"), hereby appoint the chairman of the meeting^(Note 4)

or _____ (name)

of _____ (address)

as my/our proxy(ies) to attend and vote for me/us and on my/our behalf at the first extraordinary general meeting of 2023 of the Company (the "EGM") to 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 (or at any adjournment thereof) and to vote at such meeting (or at any adjournment thereof) in respect of the resolutions as hereunder indicated or, if no such indication is given, as my/our proxy(ies) think fit. Unless the context otherwise requires, capitalised terms used herein shall have the same meanings as those defined in the circular of the Company dated November 30, 2023.

ORDINARY RESOLUTIONS ^(Note 11)		FOR ^(Note 5)	AGAINST ^(Note 5)	ABSTAIN ^(Note 5)
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.			

Date: _____, 2023

Signature^(Note 6): _____

Notes:

- Please delete as appropriate and insert the number of shares of the Company registered in your name(s) to which this form of proxy relates. If a number is inserted, this form of proxy will be deemed to relate only to those shares. If no number is inserted, this form of proxy will be deemed to relate to all the shares of the Company registered in your name(s). If more than one proxy is appointed, the number of shares in respect of which each such proxy so appointed must be specified.
- Full name(s) and address(es) to be inserted in **BLOCK CAPITALS**. The names of all joint registered Shareholders should be stated.
- Please insert the number of shares registered in your name(s) and delete as appropriate.
- If any proxy other than the chairman of the EGM is preferred, please strike out the words "the chairman of the meeting" and insert the name and address of the proxy desired in the space provided. Any Shareholder of the Company entitled to attend and vote at the EGM is entitled to appoint a proxy or more than one proxy to attend the meeting and vote on his/her behalf. A proxy need not be a Shareholder of the Company. Every Shareholder present in person or by proxy shall be entitled to one vote for each share held by him/her.
- IMPORTANT: IF YOU WISH TO VOTE FOR A RESOLUTION, PLEASE PUT A TICK ("✓") IN THE BOX MARKED "FOR". IF YOU WISH TO VOTE AGAINST A RESOLUTION, PLEASE PUT A TICK ("✓") IN THE BOX MARKED "AGAINST". IF YOU WISH TO VOTE ABSTENTION ON A RESOLUTION, PLEASE PUT A TICK ("✓") IN THE BOX MARKED "ABSTAIN".** If no direction is given, your proxy may vote or abstain at his/her discretion. Your proxy will also be entitled to vote at his/her discretion on any resolution properly put to the EGM other than those referred to in the notice convening the EGM.
- This form of proxy must be signed by you or your attorney duly authorized in writing, or in the case of a corporation, must be either under its common seal or under the hand of a director or attorney duly authorized to sign the same. Any alteration made to this form of proxy must be initialled by the person who signs it.
- Any abstention vote or waiver of voting shall be deemed as "abstain". Blank, wrong, illegible or uncast votes shall be deemed as the voters' waiver of their voting rights, and the voting results representing the shares held by such voters shall be counted as "abstain". The abstention vote shall be regarded as valid votes when the Company counts the votes in respect of the relevant matter.
- In case of joint holders, the vote of the senior who tenders a vote, whether in person or by proxy, will be accepted to the exclusion of votes of the other joint holder(s) and for this purpose seniority will be determined by the order in which the names stand in the register of members of the Company.
- To be valid, this form of proxy, together with the power of attorney or other authority (if any) under which it is signed, or a notarially certified copy thereof, 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 scheduled time for the holding of the EGM (being before 1:30 p.m. on Monday, December 18, 2023).
- Completion and return of the form of proxy will not preclude you from attending and voting at the EGM or any adjourned meeting thereof if you so wish. If you attend and vote at the EGM in person, the authority of your proxy will be deemed revoked.
- Details of the resolutions are set out in the circular of the Company dated November 30, 2023. An ordinary resolution shall be passed by more than half of the votes represented by the Shareholders (including proxies) with voting rights attending the EGM. A special resolution shall be passed by more than two-thirds of the votes held by the Shareholders (including proxies) with voting rights attending the EGM.