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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)

APPOINTMENT OF JOINT COMPANY SECRETARY AND WAIVER FROM STRICT COMPLIANCE WITH RULES 3.28 AND 8.17 OF THE LISTING RULES

Reference is made to the announcement of Beijing Capital Jiaye Property Services Co., Limited (the “**Company**”) dated August 8, 2022 (the “**Announcement**”) in relation to the resignation of Mr. Xu Lude as a joint company secretary of the Company.

APPOINTMENT OF JOINT COMPANY SECRETARY

The board (the “**Board**”) of directors (the “**Directors**”) of the Company is pleased to announce that Mr. Chen Shuang (陳爽) (“**Mr. Chen**”) has been appointed as a joint company secretary of the Company with effect from March 15, 2023. Mr. Chen will cooperate with Ms. Mok Ming Wai (莫明慧) (“**Ms. Mok**”), another joint company secretary of the Company, to act as the joint company secretaries of the Company.

The biographical details of Mr. Chen are set out below:

Mr. Chen has been appointed as the deputy general manager and secretary to the Board of the Company since August 2022.

Prior to joining the Company, Mr. Chen held several positions in Beijing Urban Construction Investment & Development Co., Ltd. (北京城建投資發展股份有限公司) (a company listed on the Shanghai Stock Exchange, stock code: 600266, “**BUCID**”), a controlling shareholder of the Company, including as the deputy manager and general manager of commercial real estate division of BUCID from August 2012 to March 2022, the manager assistant of BUCID from February 2017 to August 2022, the director of Beijing Juntai Real Estate Co., Ltd.* (北京駿泰置業有限公司), an associate of BUCID, from June 2017 to August 2022 and the director and general manager of Beijing Chengjian Xinghe Real Estate Development Co., Ltd.* (北京城建興合房地產開發有限公司), a subsidiary of BUCID, from November 2017 to March 2022.

Mr. Chen graduated from Renmin University of China with a bachelor’s degree in economics in July 1998, and graduated from Renmin University of China with a master’s degree in business administration in July 2004. Mr. Chen was awarded the qualification of senior economist by Beijing Advanced Professional and Technical Qualification Review Committee in October 2009.

The biographical details of Ms. Mok are set out below:

Ms. Mok has been appointed as a joint company secretary of the Company since October 2021. Ms. Mok is currently the Head of Listed Company Corporate Services of Tricor Services Limited. Ms. Mok has over 25 years of experience in professional and internal company secretarial work. Ms. Mok was admitted as a fellow of both The Hong Kong Chartered Governance Institute and The Chartered Governance Institute in the United Kingdom in December 2011.

WAIVER FROM STRICT COMPLIANCE WITH RULES 3.28 AND 8.17 OF THE LISTING RULES

Pursuant to Rule 8.17 of the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”), a listed issuer must appoint a company secretary who satisfies the requirements under Rule 3.28 of the Listing Rules. Rule 3.28 of the Listing Rules provides that a listed issuer must appoint as its company secretary an individual who, by virtue of his/her academic or professional qualifications or relevant experience, is, in the opinion of the Stock Exchange, capable of discharging the functions of company secretary.

Ms. Mok, the other joint company secretary of the Company, who satisfies the requirements of Note 1 to Rule 3.28 of the Listing Rules, will remain in office as the joint company secretary of the Company, and works closely with and provides assistance to Mr. Chen in discharging his functions as the company secretary of the Company for the first three years (the “**Waiver Period**”) commencing from the appointment of Mr. Chen as the joint company secretary of the Company. Notwithstanding that Mr. Chen currently does not possess the academic or professional qualifications of a company secretary as required under Rule 3.28 of the Listing Rules, taking into account, among other things, that Mr. Chen (i) is familiar with the business and operations of the Company and its subsidiaries; (ii) has solid educational background in economics and business; (iii) has an in-depth knowledge of the Listing Rules, other applicable laws and regulations and duties as a company secretary of a listed company; and (iv) has maintained a close and efficient partnership with the Board and the management of the Company, the Board is of the opinion that Mr. Chen has sufficient capacity to discharge the functions of the joint company secretary. Accordingly, the Company has applied to the Stock Exchange for, and the Stock Exchange has granted, a waiver from strict compliance with the requirements under Rules 3.28 and 8.17 of the Listing Rules in respect of the appointment of Mr. Chen as the joint company secretary of the Company during the Waiver Period (the “**Waiver**”). The Waiver is granted on the conditions that: (i) Mr. Chen will be given assistance by Ms. Mok during the Waiver Period; and (ii) the Waiver may be revoked in the event of a material violation of the Listing Rules by the Company.

Before the end of the Waiver Period, the Company must demonstrate and seek the Stock Exchange’s confirmation that Mr. Chen, having had the benefit of Ms. Mok’s assistance during the Waiver Period, has attained the relevant experience and is capable of discharging the functions of the company secretary under Rule 3.28 of the Listing Rules such that a further waiver will not be necessary.

The Board would like to take this opportunity to express its welcome to Mr. Chen on his appointment.

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

Beijing, the PRC
March 15, 2023

As at the date of this announcement, 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.

* *For identification purposes only*