

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)

(於中華人民共和國註冊成立之股份有限公司)

(Stock Code 股份代號: 2210)

20 February 2024

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Beijing Capital Jiaye Property Services Co., Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which means any documents issued or to be issued by the Company, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.bcjps.com and the HKEXnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications (Note), the Company recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "**Reply Form**"). Alternatively, you may sign and return the Reply Form to the Company's H share registrar (the "**H Share Registrar**"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the H Share Registrar, the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the H Share Registrar or send an email to the Company (jcjy@bcjps.com) specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the Company at (86)10 62091180 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), from Mondays to Fridays, excluding Hong Kong public holidays.

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

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders.

各位登記股東:

以電子方式發佈公司通訊之安排

根據自2023年12月31日起生效的擴大無紙化制度及以電子方式發佈公司通訊規定下香港聯合交易所有限公司證券上市規則第2.07A條,北京京城佳業物業股份有限公司(「公司」) 謹此通知 閣下,公司已採用以電子方式發佈公司通訊(「公司通訊」)之安排,該公司通訊是指公司發佈或將要發佈的任何文件,包括但不限於(a)董事報告、年度帳目以及審計報告副本以及(如適用)財務摘要報告;(b)中期報告及其中期報告摘要(如適用);(c)會議通知;(d)上市文件;(e)通函;和(f)代表委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站<u>www.bcjps.com</u>和披露易網站<u>www.hkexnews.hk</u>上提供,以代替印刷本。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊^(層証),公司建議 閣下透過掃描本函背頁之回條(「回條」)上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。或者, 閣下也可以簽署回條並交回公司的H股股份過戶登記處(「H股股份過戶處」)香港中央證券登記有限公司,地址為香港灣仔皇后大道東183號合和中心17M樓。

如果公司沒有收到 閣下的有效電子郵件地址,直至H股股份過戶處收到 閣下有效的電子郵件地址前,公司未來將以印刷本形式發送可供採取行動的公司通訊 $^{(M\pm 1)}$ 。

若 閣下希望收取未來公司通訊之印刷版,請填妥本函背頁之回條並交回至H股股份過戶處,或發送電子郵件至公司郵箱(jcjy@bcjps.com),並註明 閣下的姓名、地址以及收取公司通訊印刷版的要求。請注意,收取未來公司通訊印刷版之指示由收悉 閣下指示當日起計一年內有效,此後將過期。

如 閣下對本函件有任何疑問,請於辦公時間星期一至星期五(香港公眾假期除外)上午9時正至下午6時正(香港時間)期間致電公司(86)10 62091180查詢。

承董事會命 北京京城佳業物業股份有限公司 *主席* 張偉澤

2024年2月20日



REPLY FORM 回條

To: Computershare Hong Kong Investor Services Limited (the "H Share Registrar")

17M Floor, Hopewell Centre 183 Queen's Road East, Wan Chai, Hong Kong

(Please **choose ONLY ONE** of the options below) (請<u>從以下選項中只選擇其中一項</u>)

香港中央證券登記有限公司 (「H股股份過戶處」) 香港灣仔皇后大道東183號 合和中心17M樓

		Option	1:
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Personalized QR Code 專屬二維碼

Provide your email address for receipt of future Actionable Corporate Communications (Note 3) of the Company via electronic dissemination by scanning your personalized QR code

選項1:

掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式發佈的可供採取行動的未來公司通訊(^{附註3)}

You are **NOT required** to return this Reply Form if you choose Option 1. 如潠擇了潠項1, 閣下無須交回本回條

Option 2: I/we hereby provide my/our email address in writing for receipt of future Action dissemination.	nable Corporate Communications ^(Note, 3) of the following listed company (the "Company") via electronic			
選項2:				
本人/吾等現以書面提供本人/吾等之電子郵件地址,以確保收到以下上市公司通過電子方式發佈的可供採取行動的未來公司通訊 <i>《問注》。</i>				
マース・ストルの一般を仕たし掛け、				
Name of Securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱:			
	Beijing Capital Jiaye Property Services Co., Limited			
	北京京城佳業物業股份有限公司			
	北京示极住来初亲放切有限公司			
(Please use BLOCK LETTERS 頒頁正復填寫)				
Email address 電郵地址: (Note 2 / 用度3)				
1				

Option 3: I/we hereby request for receipt of future Corporate Communications' in printed form and noted that this instruction is valid only for one year starting from the receipt date of instruction, (Note 5) (Please mark "/" in the below box if applicable)
選項3: 本人/吾等現要求收取未來公司通訊*印刷版,並已知悉本指示的有效期由收取指示日期起計一年內有效。 ^(網註5) (如適用,請在以下方格內劃上「✓」號)
English Version 英文版本 Chinese Version 中文版本 English and Chinese Versions 英文及中文版本

Signature(s): (Note 1) 簽名:(附註1)

- Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請济差填妥。國下之所有資料。如國聯名股東,則本回條須由所有聯名股東聯合簽署,方為有效。

Contact number: 聯絡電話號碼:

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- Your Ferroman Julia may, no discusses on transactive by one consuments to a sussessment of the property of th



Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司

Freepost No. 簡便回郵號碼:37 Hong Kong 香港



Please cut the mailing label and stick it on an envelope to return this form to us. No postage is necessary if posted in Hong Kong.

當 閣下寄回此回條時,請將郵寄標籤剪貼於信封上。 如在本港投寄, 閣下無需支付郵費或貼上郵票。