



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 non-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 (the "Listing Rules") 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. You need to proactively check the Company's website and the HKEXnews website to keep up with the publication of Corporate Communications.

As a non-registered shareholder, if you wish to receive Corporate Communications from the Company pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form on the reverse side to the Company's H share registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or send an email to the Company (jcjy@bcjps.com) specifying your name, address and request to receive the Corporate Communications in printed form.

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

各位非登記股東：

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（「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www.bcjps.com和披露易網站www.hkexnews.hk上提供，以代替印刷本。閣下需要主動查看公司網站和披露易網站以留意公司通訊的發布。

作為非登記股東，如有意根據上市規則收取公司通訊，閣下應聯絡代閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算（代理人）有限公司（統稱「中介公司」），並向閣下的中介公司提供閣下的電子郵件地址。

若閣下希望收取公司通訊之印刷版，請填妥本函背頁之回條並交回公司的H股股份過戶登記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。

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
謹啟

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

致：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

REMINDER 提示

As a non-registered shareholder, if you wish to receive Corporate Communications* pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記股東，如有意根據上市規則收取公司通訊*，閣下應聯絡代 閣下持有股份的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向 閣下的中介公司提供 閣下的電子郵件地址。

Request for Corporate Communications* in printed form / 要求收取公司通訊*印刷版

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

Name of the listed company: **Beijing Capital Jiaye Property Services Co., Limited**
上市公司名稱：北京京城佳業物業股份有限公司

- I/we would like to receive future Corporate Communications* in printed English version.
本人／吾等欲收取未來公司通訊*的英文印刷版。
- I/we would like to receive future Corporate Communications* in printed Chinese version.
本人／吾等欲收取未來公司通訊*的中文印刷版。
- I/we would like to receive future Corporate Communications* in both printed English and Chinese versions.
本人／吾等欲同時收取未來公司通訊*的英、中文印刷版。

Name(s) of Non-registered holder(s): (Note 1)
非登記股東姓名：(附註1)

(Please use BLOCK LETTERS 請用正楷填寫)

Signature(s):
簽名：

Contact number:
聯絡電話號碼：

Date:
日期：

Notes:

附註：

- This letter is addressed to Non-registered holder(s) ("Non-registered holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications*). 此函件乃向公司之非登記股東(「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向公司發出通知，表示欲收取公司通訊*)發出。
 - Please complete all your details clearly. 請 閣下清楚填妥所有資料。
 - Any form with no box marked (✓), with no signature or otherwise incorrectly completed will be void. 如在本表格未有在方格內劃上「✓」號，或未有簽署、或在其他方面填寫不正確，則本表格將會作廢。
 - For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form. 為免存疑，在本回條上的任何額外指示，公司將不予處理。
- * Unless otherwise specified, Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, 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. 除非另有註明，公司通訊乃指公司已發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於(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。

PERSONAL INFORMATION COLLECTION STATEMENT
收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). 本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「私隱條例」)中「個人資料」的涵義相同。
- Your Personal Data provided in this Reply Form will be used in connection with the Company's electronic dissemination of Corporate Communications. Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instructions and/or requests as stated in this Reply Form. 閣下於本回條所提供的個人資料將用於有關公司以電子方式發佈公司通訊的事宜上。閣下是自願向公司提供個人資料。若 閣下未能提供足夠資料，公司可能無法處理 閣下在本回條上所述的指示及／或要求。
- Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the H Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes. 公司可就任何所說明的用途或在法例規定的情況下，將 閣下的個人資料披露或轉移給公司的附屬公司、H股股份過戶處、及／或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the H Share Registrar at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk. 閣下有權根據《私隱條例》的條文查閱及／或修改 閣下的個人資料。任何該等查閱及／或修改個人資料的要求均須以書面方式郵寄至H股股份過戶處(地址為香港灣仔皇后大道東183號合和中心17M樓)向香港隱私主任提出，或發送電郵至PrivacyOfficer@computershare.com.hk。

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。