



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: 2210)
(股份代號: 2210)

NOTIFICATION LETTER 通知信函

29 April 2025

Dear registered shareholder(s),

Beijing Capital Jiaye Property Services Co., Limited (the "Company")

-Notice of Publication of 2024 Annual Report, Circular dated 29 April 2025, Notice of Annual General Meeting and Proxy Form (the "Current Corporate Communications")

The Current Corporate Communications of the Company have been published in English and Chinese languages and are available on the website of The Stock Exchange of Hong Kong Limited ("HKEX") at www.hkexnews.hk and the Company's website at www.bcjps.com. For the shareholders who have selected to receive the Company's Corporate Communications in printed version, enclosed are the Current Corporate Communications of the Company in both English and Chinese versions. If you have any difficulty in receiving or gaining access to the Current Corporate Communications posted on the Company's website for any reason, please send your request (specifying your name, address and request) by email at icjy@bcjps.com or by notice in writing 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. The Company will promptly upon receipt of your request send the Current Corporate Communications to you in printed form free of charge.

Reminder regarding the Arrangement of Electronic Dissemination of Corporate Communications

With reference to the notification letter dated 20 February 2024 titled "Arrangement of Electronic Dissemination of Corporate Communications", the Company is writing to remind 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 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.

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 website of the HKEX at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the latest 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 complete, sign and return the Reply Form to the H Share Registrar.

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 Share Registrar, the Company will send the Actionable Corporate Communications in printed form in the future.

If you want to receive the Corporate Communications in printed form, please complete the enclosed Reply Form and send it to the H Share Registrar or send an email to icjy@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：

北京京城佳業物業股份有限公司（「本公司」）

-2024年度報告、日期為 2025 年 4 月 29 日的通函、股東周年會通告及代表委任表格（「本次公司通訊文件」）之發佈通知

本公司的本次公司通訊文件備有中、英文版本，並已上載於香港聯合交易所有限公司（「香港交易所」）網站（www.hkexnews.hk）及本公司網站（www.bcjps.com），歡迎瀏覽。若閣下之前選取收取本公司公司通訊之印刷版本，現向閣下奉上英文及中文版本的本次公司通訊。閣下若因任何理由以致在收取或接收載於本公司網址上的本次公司通訊文件出現困難，閣下可將要求（註明閣下的姓名、地址及要求）以電郵方式發送到本公司之電郵地址 icjy@bcjps.com 或以書面方式郵寄致本公司的 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。本公司將於接到閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本。

以電子方式發佈公司通訊安排之提示

根據日期為 2024 年 2 月 20 日有關「以電子方式發佈公司通訊之安排」之通知信函所述，本公司謹此提醒閣下，本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，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本公司網站 www.bcjps.com 和香港交易所網站 www.hkexnews.hk 上提供，以代替印刷本。

徵集電子聯絡資料

為確保及時收到最新的可供採取行動的公司通訊^(附註)，本公司建議閣下透過掃描本函隨附之回條（「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，閣下也可以填妥、簽署回條並交回 H 股股份過戶處。

如果本公司沒有收到閣下的有效電子郵件地址，直至股份過戶處收到閣下有效的電子郵件地址前，本公司未來將以印刷本形式發送可供採取行動的公司通訊。

若閣下希望收取日後公司通訊之印刷本，請填妥隨附之回條並交予 H 股股份過戶處或發送電子郵件至 icjy@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
董事長
張偉澤
謹啟

2025 年 4 月 29 日

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

REPLY FORM 回條

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

(Please **choose ONLY ONE** of the options below)
(請從以下選項中只選擇其中一項)

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

掃描 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.
 如選擇了選項1，閣下無須交回本回條。

I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications^(Note 3) of the following listed company (the "Company") via electronic dissemination.

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（附註3）。

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

(Please use BLOCK LETTERS 請用正楷填寫)

Email address 電郵地址：(Note 3/附註3)

[illegible]

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。*(附註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)*

Signature(s)
簽名：(附註1)

Contact number:

聯絡電話號碼：

Date:

日期:

Notes 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.
請清楚填妥 閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。
2. Any Reply Form with no signature or otherwise incorrectly completed will be void.
任何回條未有簽署或其他方式填寫不正確，則本回條將作廢。
3. If the Company does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Actionable Corporate Communications. Actionable Corporate Communications 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.
如果本公司沒有收到閣下提供之有效電郵地址，則閣下將無法收到有關可採取行動之公司通訊之通知。可採取行動之公司通訊是指要求發行人之證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。
4. If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.
如閣下透過二維碼、電郵、回條及／或其他方式提供多於一個的電郵地址，只有 閣下最後提供的電郵地址將會被用於發信。
5. If you mark "X" in the box in Option 3, no corporate communications will be registered with you.
如果你填上「X」在第三項的方格內，則本公司將不會將任何公司通訊之通知寄發給你。
6. For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.
為免有疑，在本回條上作任何額外指示，均不被公司所處理。
7. Unless specifically identified, Corporate Communications referred to in 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 directors' report and where applicable, its summary financial report; (b) the interim report and where applicable, its summary interim report; (c) a listing document; (d) a listing document; (e) a circular and (f) a proxy form.
除非另有指明，公司通函乃指公司已發出或將發出以供其任何證券的持有人參攷或採取行動的任何文件，其中包括但不限於(a)董事報告、年度報告以及董事報告的副本(如適用)；(b)中期報告(如適用)；(c)簡明中期報告(如適用)；(d)上市文件；(e) 上市文件；(f) 通函。

PERSONAL INFORMATION COLLECTION STATEMENT

PERSONAL INFO

收集個人資料聲明

- (i) "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。
- (ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company. 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 instruction and/or request as stated in this Reply Form.
- 閣下向本聲明所供的個人資料將用於(包括但不限於)有關公司以電子方式發佈公司通訊及與閣下聯絡。如有閣下未能向公司提供足夠資料，公司可能無法處理 閣下在本回條上所述的指示及/或要求。
- (iii) 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 Company to justify their retention or as otherwise required under applicable laws.
- 閣下的個人資料或可能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。
- (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any 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 privacy@hshare.com.hk.
- 閣下有根據《私隱條例》查閱及/或修改 閣下的個人資料、任何該等要求及/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 privacy@hshare.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。