



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 (bcjps@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www.bcjps.com和披露易網站www.hkexnews.hk上提供，以代替印刷本。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊^(附註)，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^(附註)。

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(bcjps@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

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

