



# **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)**

### **Shareholder Communication Policy**

#### **Chapter I General Rules**

**Article 1** This Communication Policy is hereby formulated to strengthen communication between Beijing Capital Jiaye Property Services Co., Limited (hereinafter referred to as the “Company”) and its individual and institutional shareholders (collectively, “Shareholder(s)”) so that the Shareholders can timely and thoroughly understand and obtain the relevant information of the Company, including financial performance, strategic goals and plans, major developments, governance and risk profiles, which will safeguard the legal rights of Shareholders on being informed about the Company.

**Article 2** The secretariat to the Board of the Company is responsible for maintaining communication and information exchange with the Company’s Shareholders.

#### **Chapter II Communication Channels for Shareholders**

**Article 3** Information shall be communicated to Shareholders mainly through: the Company’s financial reports (interim and annual reports), annual general meetings and extraordinary general meetings, disclosures on relevant sections on the websites of the Company and The Stock Exchange of Hong Kong Limited (the “Stock Exchange”), and interactions with the investment market from time to time through meetings, briefings, and roadshows.

#### **Chapter III Methods of Communications with Shareholders**

**Article 4** Corporate Communications.

“Corporate Communications” means any document issued or to be issued by the Company to any holders of its securities for their references or for their actions, including but not limited to:

- (a) a directors’ report, annual accounts, a copy of the auditor’s report and (wherever applicable) a report of financial highlights;
- (b) interim reports, and summary of interim report (wherever applicable);

- (c) notices of meetings;
- (d) listing documents;
- (e) circulars; and
- (f) proxy forms.

Corporate Communications of the Company will be published on the websites of the Stock Exchange and the Company in plain language and in both Chinese and English versions to facilitate Shareholders' understanding. Actionable Corporate Communications (which refer to any corporate communications that seek instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the relevant securities holder) will be sent individually via the email address provided by shareholders and/or in printed form. If shareholders wish to receive printed copies of Corporate Communications, change their preferred method of receiving such Corporate Communications, or provide/update their email contact information, they may do so by sending an email to the Company at [jcjy@bcjps.com](mailto:jcyj@bcjps.com), and include their name, address, and request to receive printed copies of Corporate Communications. Any instruction given by shareholders to receive future Corporate Communications in printed form will remain valid for one year from the date it is received.

To promote efficient communication with shareholders and support environmental sustainability, we encourage shareholders to access Corporate Communications through the Company's website or the website of the Stock Exchange instead of requesting printed copies. Should any shareholder have any questions about Corporate Communications, such shareholder could contact the Company at (86)10 62091667 during office hours from Monday to Friday (excluding Hong Kong public holidays), between 9:00 a.m. and 6:00 p.m. (Hong Kong time).

#### **Article 5** Information Disclosure via Websites.

The Company's website shall serve as a window and channel for investors and Shareholders to obtain Company's information. A designated "Investor Relations" section contains important and disclosable information submitted to the Stock Exchange, including but not limited to the Company's interim and annual results reports, announcements, notices of meetings and circulars. The latest announcements, meeting notices and circulars of the Company may also be found in "Latest Listed Company Information" page of the website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)).

#### **Article 6** General Meetings.

Meeting materials such as the notice of a general meeting and its circular will be posted on the websites of the Company and the Stock Exchange before the meeting, and will be mailed to shareholders who have chosen to receive printed copies of such materials.

All directors and senior management of the Company are required on principle to attend any annual general meeting of the Company. The Chairman of the Board shall arrange chairmen of committees under the Board (or if a committee chairman is unable to attend, another member of the committee (or if such member is unable to attend, a representative officially designated by the Chairman of the Board)), members of senior management and a representative of the external auditors to answer questions raised by Shareholders. The chairman of the independent Board committee (if any) will attend any general meeting which approves connected transactions or any transactions that require the approval of the independent Shareholders and answer questions.

## **Article 7** Financial and other reportings.

The Company reports financial and operating results on a half-year basis and prepares interim and annual results reports in accordance with the Rules Governing the Listing of Securities (the “Listing Rules”) on the Stock Exchange and other applicable laws and regulations (the “Regulatory Requirements”). Financial reports will be published on the websites of the Company and the Stock Exchange, respectively, and will be mailed to Shareholders who have elected to receive printed copies.

The Company communicates from time to time other information to Shareholders by way of Company announcements and/or circulars, in compliance with the Regulatory Requirements or other requirements.

## **Article 8** Communications with Investment Market.

Investor/analysts meetings, briefings and roadshows will be available from time to time in order to facilitate communication between the Company and the investors.

In this regard, directors and employees of the Company who have contacts with investors, analysts and media are aware of the Listing Rules, the Regulatory Requirements and the relevant disclosure obligations and requirements of the Company.

## **Article 9** Visits.

The Company may invite investors and business stakeholders to visit its management offices or sites from time to time so as to give them the opportunity to meet the internal management of the Company. The Company will also collect the opinions and recommendations of visitors.

## **Article 10** Shareholders’ enquiries.

Shareholders should direct their inquiries about their shareholdings to the Company’s share registrar. Shareholders and the investors may at any time make a request for the Company’s information to the extent such information is publicly available. The contact information is as follows:

Address: 11/F, Building B, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing

Postal Code: 100088

Telephone: 010-62091667

Facsimile: 010-56176081

Email: jcjy@bcjps.com

Shareholders may at any time put questions to the Company and provide advice and recommendations to directors or the management. Upon receipt of a written inquiry from any Shareholder, the Company will make a substantive response as soon as possible. If the inquiry is a common concern of Shareholders, the Company will provide explanations in the Corporate Communications to be sent to all Shareholders in the future. Any questions about this Communication Policy shall be directed to the secretary to the Board (the company secretary) or the secretariat to the Board with the contact information same as above.

#### **Chapter IV Investor Privacy Protection**

**Article 11** The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent unless required by law.

**Article 12** The power of interpretation of, and amendments to, this Communication Policy shall be vested in the Board.

**Article 13** This Communication Policy will take effect from the date of issuance following approval by the Board of the Company. The "Shareholder Communication Policy of Beijing Capital Jiaye Property Services Co., Limited (Applicable after H-share Issuance)" (Beijing Capital Jiaye Board Secretary Circular [2021] No. 70) shall be repealed simultaneously.