



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 of Beijing Capital Jiaye Property Services Co., Limited

Chapter I General Rules

1. This Communication Policy is hereby formulated to strengthen communication between Beijing Capital Jiaye Property Services Co., Limited (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.

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

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

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, annual reports, which consist of a directors’ report and annual accounts together with a copy of the auditor’s report, interim reports, notices of meetings, circulars and proxy forms.

Corporate Communications will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding.

Shareholders have the right to choose the language (either English or Chinese) or means of receipt of the Corporate Communications (in hard copy or through electronic means).

Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

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 and announcements.

The latest announcements, meeting notices and circulars of the Company may also be found in "Latest Submission" section of HKEX news (www.hkexnews.hk).

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 HKEX news before the meeting, and will be mailed to shareholders who have chosen to receive printed copies of such materials.

All directors, supervisors 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.

7. Financial and other reportings

The Company reports financial and operating results on a half-year basis and prepares interim and annual reports in accordance with the Rules Governing the Listing of Securities 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.

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 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.

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 and visit the Company's facilities. The Company will also collect the opinions of visitors about the performance of the Company during such visits and understand their expectations.

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: 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing

Postal Code: 100088

Telephone: 010-56176080

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, we will make a substantive response as soon as possible. If the inquiry is a common concern of Shareholders, we will provide explanations in the Corporate Communication 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

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

12. This Communication Policy has been reviewed and approved by the Board and will be effective from the day when the Company's overseas-listed foreign-invested shares are listed for trading on The Stock Exchange of Hong Kong Limited.

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