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If you are in doubt as to any aspect of this circular or as to the action to be taken, you should consult a stockbroker or other registered dealer in securities, bank manager, solicitor, professional accountant or other professional adviser.

If you have sold or transferred all your shares in Beijing Capital Jiaye Property Services Co., Limited, you should at once hand this circular to the purchaser or the transferee, or to the bank, stockbroker or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

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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)

**(1) THE PROPOSED APPOINTMENT AND RE-APPOINTMENT
OF AUDITORS FOR
THE INTERNATIONAL ACCOUNTING STANDARDS AND
CHINA ACCOUNTING STANDARDS FOR BUSINESS ENTERPRISES
FOR THE YEAR OF 2021;
AND
(2) NOTICE OF THE FIRST EXTRAORDINARY GENERAL MEETING
OF 2022**

The capitalized terms used in this cover page have the same meanings as those defined in the section headed "Definitions" of this circular.

The Letter from the Board is set out on pages 3 to 6 of this circular.

The Company will convene the EGM at 9:30 a.m. on Friday, January 28, 2022, at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC. A notice of the EGM is set out on pages EGM-1 to EGM-2 of this circular. A form of proxy for use in the EGM is enclosed with this circular and such form of proxy is also published on the websites of the Hong Kong Stock Exchange (www.hkexnews.hk) and the Company (www.bcjps.com).

Shareholders who intend to appoint a proxy to attend the EGM are required to complete the accompanying form of proxy in accordance with the instructions printed thereon and return the same not later than 24 hours before the time designated for the EGM (being before 9:30 a.m. on Thursday, January 27, 2022) or any adjournment thereof. Completion and return of the form of proxy will not preclude you from attending and voting in person at the EGM or any adjournment thereof should you so wish.

January 10, 2022

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DEFINITIONS

In this circular, unless the context otherwise requires, the following expressions have the following meanings:

“Audit Committee”	the audit committee of the Company
“Board” or “Board of Directors”	the Board of Directors of the Company
“China” or “PRC”	the People’s Republic of China, but for the purposes of this circular, excluding Hong Kong, Macau Special Administrative Region and Taiwan region
“Company”	Beijing Capital Jiaye Property Services Co., Limited, a joint stock company incorporated in the PRC with limited liability, the H Shares of which are listed on the Main Board of the Hong Kong Stock Exchange (Stock Code: 2210)
“Director(s)”	the director(s) of the Company
“Domestic Share(s)”	ordinary share(s) issued by the Company with a nominal value of RMB1.00 each, which are subscribed for and paid up in Renminbi
“Domestic Shareholder(s)”	holder(s) of the Domestic Share(s)
“EGM”	the first extraordinary general meeting of 2022 of the Company to be held at 9:30 a.m. on Friday, January 28, 2022, at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC
“H Share(s)”	overseas listed foreign share(s) in the share capital of the Company with a nominal value of RMB1.00 each, which are listed and traded on the Hong Kong Stock Exchange
“H Shareholder(s)”	holder(s) of the H Share(s)
“Hong Kong”	the Hong Kong Special Administrative Region of the PRC
“Hong Kong Stock Exchange”	The Stock Exchange of Hong Kong Limited

DEFINITIONS

“Latest Practicable Date”	January 5, 2022, being the latest practicable date prior to the printing of this circular for ascertaining certain information in this circular
“Listing Rules”	the Rules Governing the Listing of Securities on the Hong Kong Stock Exchange
“Main Board”	the Main Board of The Stock Exchange of Hong Kong Limited
“RMB”	Renminbi, the lawful currency of the PRC
“Share(s)”	Domestic Share(s) and H Share(s)
“Shareholder(s)”	holder(s) of the Share(s)

LETTER FROM THE BOARD



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)

Executive Directors:

Mr. Zhang Weize (*Chairman*)
Mr. Yang Jun
Mr. Luo Zhou
Mr. Yao Xin

Non-executive Directors:

Mr. Xie Ping
Mr. Mao Lei

Independent Non-executive Directors:

Mr. Cheng Peng
Mr. Kong Weiping
Mr. Kong Chi Mo

Registered Office:

Room 301, 3rd Floor
Building 34, Fahua South Lane
Dongcheng District
Beijing, the PRC

***Headquarters and Principal Place of
Business in the PRC:***

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

***Principal Place of Business in
Hong Kong:***

54/F, Hopewell Centre
183 Queen's Road East
Wan Chai
Hong Kong

January 10, 2022

To the Shareholders,

Dear Sir or Madam,

- (1) THE PROPOSED APPOINTMENT AND RE-APPOINTMENT
OF AUDITORS FOR
THE INTERNATIONAL ACCOUNTING STANDARDS AND
CHINA ACCOUNTING STANDARDS FOR BUSINESS ENTERPRISES
FOR THE YEAR OF 2021;
AND
(2) NOTICE OF THE FIRST EXTRAORDINARY GENERAL MEETING OF 2022**

I. INTRODUCTION

The purpose of this circular is to provide you with relevant information, so as to enable you to make informed decisions on resolutions at the EGM.

LETTER FROM THE BOARD

II. THE PROPOSED APPOINTMENT AND RE-APPOINTMENT OF AUDITORS FOR THE INTERNATIONAL ACCOUNTING STANDARDS AND CHINA ACCOUNTING STANDARDS FOR BUSINESS ENTERPRISES FOR THE YEAR OF 2021

Reference is made to the announcement of the Company dated December 28, 2021 in relation to the proposed appointment and re-appointment of auditors for the International Accounting Standards and China Accounting Standards for Business Enterprises for the year of 2021.

Given the H Shares of the Company were listed on the Main Board of the Hong Kong Stock Exchange in November 2021, in accordance with the relevant requirements of the Listing Rules and taking into account factors such as the qualifications of audit institutions, and having considered the opinion of the Audit Committee, the Board proposed KPMG to be appointed as the auditor of the Company for the International Accounting Standards for the year of 2021 to audit the financial statements of the Company prepared in accordance with the International Accounting Standards, with its term of office commencing from the date of approval at the EGM until the conclusion of the next annual general meeting of the Company.

In addition, pursuant to the relevant regulations, the Board proposed to re-appoint Da Hua CPAs (Special General Partnership) as the auditor of the Company for the China Accounting Standards for Business Enterprises for the year of 2021 to audit the annual accounting statements prepared by the Company and its subsidiaries in accordance with the China Accounting Standards for Business Enterprises and issue an audit report, with its term of office commencing from the date of approval at the EGM until the conclusion of the next annual general meeting of the Company.

Meanwhile, the Board proposed at the EGM to authorize the Board or the Audit Committee to finalize the remuneration of the above audit institutions in accordance with the work of such audit institutions.

The above resolutions were considered and approved by the Board of Directors on December 28, 2021 and are now submitted to the EGM for consideration and approval by way of ordinary resolutions.

III. THE EGM

The Company will convene the EGM at 9:30 a.m. on Friday, January 28, 2022, at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC to consider and, where appropriate, approve the proposed matters set out in the relevant notice. A notice of the EGM is set out on pages EGM-1 to EGM-2 of this circular. The Company will publish an announcement of the poll results in the manner required under Rule 13.39(5) of the Listing Rules after the conclusion of the EGM.

LETTER FROM THE BOARD

The register of members of the Company will be closed from Tuesday, January 25, 2022 to Friday, January 28, 2022, both days inclusive, during which no transfer of Shares will be effected. Shareholders whose names appear on the register of members of the Company on Friday, January 28, 2022 shall be entitled to attend and vote at the EGM. To be eligible for attending and voting at the EGM, all share transfer documents accompanied by the relevant share certificates and other appropriate documents must be lodged with the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (for H Shareholders), or the Company's Office of the Board at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) not later than 4:30 p.m. on Monday, January 24, 2022 for registration.

If you intend to appoint a proxy to attend the EGM, you are required to complete the accompanying form of proxy in accordance with the instructions printed thereon and return the form. If the instrument appointing the proxy is signed by a person authorized by the appointer, the power of attorney authorizing the execution of the instrument or other authorization documents shall be notarized and must be served concurrently with the instrument. The form of proxy, together with the copies of the notarized power of attorney or other authorization documents, shall be deposited at the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (for H Shareholders), or the Company's Office of the Board at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) no later than 24 hours before the time designated for the EGM (being before 9:30 a.m. on Thursday, January 27, 2022) or any adjournment (as the case may be) thereof before the form becomes effective. Completion and return of the form of proxy will not preclude you from attending and voting in person at the EGM or at any adjourned meeting thereof should you so wish.

IV. VOTE BY POLL

Pursuant to Rule 13.39(4) of the Listing Rules, any vote of Shareholders at a general meeting must be taken by poll. Accordingly, the resolutions to be proposed at the EGM will be voted on by poll.

To the best of the knowledge, information and belief of the Directors, having made all reasonable enquiries, as at the Latest Practicable Date, no Shareholders were required to abstain from voting on the resolutions to be proposed at the EGM.

LETTER FROM THE BOARD

V. RESPONSIBILITY STATEMENT

This circular, for which the Directors collectively and individually accept full responsibility, includes particulars given in compliance with the Listing Rules for the purpose of giving information with regard to the Company. The Directors, having made all reasonable enquiries, confirm that, to the best of their knowledge and belief, the information contained in this circular is accurate and complete in all material respects and not misleading or deceptive, and there are no other matters the omission of which would make any statement herein or this circular misleading.

VI. RECOMMENDATION

The Board considers that the resolutions to be proposed at the EGM are in the interests of the Company and its Shareholders as a whole. As such, the Board recommends the Shareholders to vote in favour of the resolutions to be proposed at the EGM.

VII. OTHER INFORMATION

Your attention is drawn to the other information contained in this circular and the notice of the EGM.

By order of the Board of Directors
Beijing Capital Jiaye Property Services Co., Limited
Zhang Weize
Chairman

NOTICE OF EGM



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)

NOTICE OF THE FIRST EXTRAORDINARY GENERAL MEETING OF 2022

NOTICE IS HEREBY GIVEN THAT the first extraordinary general meeting of 2022 (the “EGM”) of Beijing Capital Jiaye Property Services Co., Limited (the “Company”) will be held at Conference Room 2, 3/F, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC at 9:30 a.m. on Friday, January 28, 2022 for the purpose of considering and, if thought fit, approving the following resolutions by the Shareholders of the Company:

ORDINARY RESOLUTIONS

1. To consider and approve the appointment of KPMG as auditor of the Company for the International Accounting Standards for the year of 2021 and to authorize the Board or the Audit Committee to fix its remuneration.
2. To consider and approve the re-appointment of Da Hua CPAs (Special General Partnership) as auditor of the Company for the China Accounting Standards for Business Enterprises for the year of 2021 and to authorize the Board or the Audit Committee to fix its remuneration.

By order of the Board of Directors
Beijing Capital Jiaye Property Services Co., Limited
Zhang Weize
Chairman

Beijing, the PRC
January 10, 2022

As at the date of this notice, the Board consists of Mr. Zhang Weize, Mr. Yang Jun, Mr. Luo Zhou and Mr. Yao Xin as executive Directors, Mr. Xie Ping and Mr. Mao Lei as non-executive Directors, and Mr. Cheng Peng, Mr. Kong Weiping and Mr. Kong Chi Mo as independent non-executive Directors.

NOTICE OF EGM

Notes:

- (a) Unless specifically indicated, details of the resolutions are set out in the circular of the Company dated January 10, 2022. Terms used therein shall have the same meanings as defined in the circular.
- (b) Individual Shareholders who wish to attend the meeting in person shall produce their identity cards or other effective document or proof of identity and stock account cards. Proxies of individual Shareholders shall produce their effective proof of identity and form of proxy. A corporate Shareholder should attend the meeting by its legal representative or proxy appointed by the legal representative. A legal representative who wishes to attend the meeting should produce his/her identity card or other valid documents evidencing his/her capacity as a legal representative. If appointed to attend the meeting, the proxy should produce his/her identity card and an authorization instrument duly signed by the legal representative of the corporate Shareholder.
- (c) Any Shareholder entitled to attend and vote at the EGM is entitled to appoint one or more person(s) (if the Shareholder holds two or more issued Shares), whether (each of) such person is a Shareholder of the Company or not, as his/her/its proxy or proxies to attend and vote on his/her/its behalf at the EGM.

The instrument appointing a proxy must be signed by the Shareholder or his/her attorney duly authorized in writing. For a corporate Shareholder, the proxy instrument must be affixed with the common seal or signed by its director or attorney duly authorized in writing.

If the power of attorney of the proxy is signed by the authorized person of the appointer under a power of attorney or other authorization document(s) given by the appointer, such power of attorney or other authorization document(s) shall be notarized and served at the same time as the power of attorney. To be valid, the form of proxy, together with a notarially certified copy of the power of attorney or other authorization document(s), must be delivered to the H Share Registrar of the Company, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong (for H Shareholders), or to the Office of the Board of the Company at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, the PRC (for Domestic Shareholders) not later than 24 hours before the designated time for the holding of the EGM (being before 9:30 a.m. on Thursday, January 27, 2022) or any adjournment thereof (as the case may be).

In case of registered joint holders of any Shares, any one of the registered joint holders can vote on such Shares at the EGM in person or by proxy as if he/she is the only holder entitled to vote. If more than one registered joint holders attend the EGM in person or by proxy, only the vote of the person whose name appears first in the register of members of the Company relating to such Shares (in person or by proxy) will be accepted as the sole and exclusive vote of the joint holders.

After the completion and return of the form of proxy and the power of attorney, you can attend and vote in person at the EGM or any adjournment thereof should you so wish. In this case, the power of attorney will be deemed to have been revoked.

According to Rule 13.39(4) of the Listing Rules, any vote of Shareholders at a general meeting must be taken by poll. Accordingly, the resolutions to be proposed at the EGM will be voted on by poll. Results of the poll voting will be posted on the website of the Company (www.bcjps.com) and the website of the Hong Kong Stock Exchange (www.hkexnews.hk) upon the conclusion of the EGM.

- (d) The Company's register of members will be closed from Tuesday, January 25, 2022 to Friday, January 28, 2022, both days inclusive, during which period no transfer of the Shares will be effected. The Shareholders whose names appear on the Company's register of members on Friday, January 28, 2022 shall be entitled to attend and vote at the EGM.

For a Shareholder to be eligible for attending and voting at the EGM, all share transfer documents accompanied by the relevant share certificates and other appropriate documents must be lodged with the Company's H Share Registrar, Computershare Hong Kong Investor Services Limited, at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong (for H Shareholders) or to the Office of the Board at 8/F, Building A, Chengjian Plaza, 18 North Taipingzhuang Road, Haidian District, Beijing, PRC (for Domestic Shareholders) no later than 4:30 p.m. on Monday, January 24, 2022 for registration.

- (e) Shareholders attending the EGM are responsible for their own transportation and accommodation expenses.

Shareholders may contact the Office of the Board of the Company at telephone (+86 10 5617 6080) for any enquires in respect of the EGM.