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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)

**CHANGE OF JOINT COMPANY SECRETARIES, AUTHORIZED
REPRESENTATIVE AND PROCESS AGENT**

AND

**WAIVER FROM STRICT COMPLIANCE WITH RULES 3.28 AND 8.17 OF
THE LISTING RULES**

**CHANGE OF JOINT COMPANY SECRETARIES, AUTHORIZED REPRESENTATIVE
AND PROCESS AGENT**

The board (the “**Board**”) of directors (the “**Directors**”) of Beijing Capital Jiaye Property Services Co., Limited (the “**Company**”) hereby announces that the Company has engaged Tricor Services Limited (“**Tricor**”) to provide certain company secretarial services and Ms. Mok Ming Wai (“**Ms. Mok**”) has been nominated by Tricor to serve as a joint company secretary of the Company (the “**Joint Company Secretary**”), an authorized representative of the Company (the “**Authorized Representative**”) as required under Part 16 of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and Rule 3.05 of the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”), and an agent for accepting service of process and notices on behalf of the Company in Hong Kong (the “**Process Agent**”) pursuant to Rule 19A.13(2) of the Listing Rules.

The Board further announces Ms. Mok has resigned as the Joint Company Secretary and ceased to act as the Authorized Representative and the Process Agent with effect from September 25, 2024, and Ms. Leung Wing Han Sharon (“**Ms. Leung**”) has been appointed as the Joint Company Secretary, the Authorized Representative and the Process Agent, with effect from September 25, 2024. After the above changes, Mr. Chen Shuang (“**Mr. Chen**”) will remain as the other Joint Company Secretary. The biographical details of Mr. Chen and Ms. Leung are set out below:

Mr. Chen is the deputy general manager, secretary of the Board and the Joint Company Secretary of the Company. Mr. Chen joined the Company on August 8, 2022 and has served as the deputy general manager and secretary of the Board since then. He has served as the Joint Company Secretary since March 15, 2023. Prior to joining the Company, Mr. Chen successively served as the secretary of the Youth League Committee; the secretary and the deputy director of the general manager's office; the secretary of the party branch, the deputy manager and the manager of the commercial real estate division (商業地產事業部); the assistant manager of Beijing Urban Construction Investment & Development Co., Ltd. (北京城建投資發展股份有限公司) from February 2000 to March 2022, primarily responsible for the planning, leasing and operation of the commercial real estate, the daily affairs management of the office, the drafting of comprehensive written materials and the preparation of relevant conferences; served as the secretary of the party branch and the deputy manager of Beijing Urban Construction Chengdu Company (北京城建成都公司) from March 2010 to August 2012, responsible for the Party building, the preparation of conferences of the board, and the marketing planning and the property management for Chengdu Longyuewan (成都龍樾灣) project; served as the director and the general manager of Beijing Chengjian Xinghe Real Estate Development Co., Ltd. (北京城建興合房地產開發有限公司), and the director of Beijing Juntai Real Estate Co., Ltd. (北京駿泰置業有限公司) from November 2017 to March 2022, responsible for the planning, leasing and operation of the commercial real estate; and served as the director of Beijing Juntai Real Estate Co., Ltd. from March 2022 to August 2022, assisting leaders of the Company to take charge of customer relationship management and administrative security management. Mr. Chen graduated from School of Economics in Renmin University of China with a bachelor's degree in economics in July 1998; and graduated from Business School of Renmin University of China with a master's degree in business administration in July 2004. Mr. Chen was awarded the qualification of senior economist by Beijing Municipal Human Resources and Social Security Bureau in October 2009.

Ms. Leung is a director of Company Secretarial Services of Tricor Services Limited, a global professional services provider specializing in integrated business, corporate and investor services. Ms. Leung is a Chartered Secretary, a Chartered Governance Professional, a Fellow of both The Hong Kong Chartered Governance Institute and The Chartered Governance Institute in the United Kingdom, as well as a member of The Hong Kong Institute of Certified Public Accountants. She has over 18 years of experience in company secretarial practice.

Ms. Mok has confirmed that she has no disagreement with the Board and there is no matter in relation to her resignation that needs to be brought to the attention of the shareholders of the Company and/or the Stock Exchange.

The Board would like to take this opportunity to express its sincere gratitude to Ms. Mok for her contributions to the Company during her tenure of office and to extend our warm welcome to Ms. Leung for her new appointment.

WAIVER FROM STRICT COMPLIANCE WITH RULES 3.28 AND 8.17 OF THE LISTING RULES

Pursuant to Rule 8.17 of the Listing Rules, a listed issuer must appoint a company secretary who satisfies the requirements under Rule 3.28 of the Listing Rules. Rule 3.28 of the Listing Rules provides that a listed issuer must appoint as its company secretary an individual who, by virtue of his/her academic or professional qualifications or relevant experience, is, in the opinion of the Stock Exchange, capable of discharging the functions of company secretary of the listed issuer.

Reference is made to the waiver (the “**Waiver**”) granted by the Stock Exchange from strict compliance with the requirements under Rules 3.28 and 8.17 of the Listing Rules by the Company in respect of the qualifications of Mr. Chen as the Joint Company Secretary during the period from March 15, 2023 (being the date of the appointment of Mr. Chen as one of the Joint Company Secretaries) to March 14, 2026 (the “**Waiver Period**”), on the conditions that: (i) Mr. Chen will be given assistance by Ms. Mok during the Waiver Period; and (ii) the Waiver may be revoked in the event of a material violation of the Listing Rules by the Company.

Notwithstanding that Mr. Chen currently does not possess the academic or professional qualifications of a company secretary as required under Rule 3.28 of the Listing Rules, taking into account, among other things, that Mr. Chen (i) is familiar with the business and operations of the Company and its subsidiaries; (ii) has solid educational background in economics and business; (iii) has an in-depth knowledge of the Listing Rules, other applicable laws and regulations and duties as a company secretary of a listed company; and (iv) has maintained a close and efficient partnership with the Board and the management of the Company, the Board is of the opinion that Mr. Chen has sufficient capacity to discharge the functions of the Joint Company Secretary. Accordingly, the Company has therefore appointed Ms. Leung, who possesses the qualifications set out in Rule 3.28 of the Listing Rules as the Joint Company Secretary, to assist Mr. Chen in discharging his functions as a company secretary and to obtain the relevant experience required under Rule 3.28 of the Listing Rules.

The Company has applied to the Stock Exchange for, and the Stock Exchange has also granted, a new waiver (the “**New Waiver**”) from strict compliance with the requirements under Rules 3.28 and 8.17 of the Listing Rules by the Company in respect of the remaining period of the Waiver (being the period from the date of the appointment of Ms. Leung as the Joint Company Secretary to March 14, 2026, the “**Remaining Waiver Period**”), on the conditions that: (i) Mr. Chen must be assisted by Ms. Leung during the Remaining Waiver Period; and (ii) the New Waiver could be revoked if there are material breaches of the Listing Rules by the Company.

The Stock Exchange may withdraw or change the New Waiver if the Company’s situation changes. Before the end of the Remaining Waiver Period, the Company must demonstrate and seek the Stock Exchange’s confirmation that Mr. Chen, having had the benefit of Ms. Leung’s assistance during the Remaining Waiver Period, has attained the relevant experience and is capable of discharging the functions of company secretary under Rule 3.28 of the Listing Rules such that a further waiver will not be necessary.

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

Beijing, the PRC,
September 25, 2024

As at the date of this announcement, the Board consists of Mr. Zhang Weize, Mr. Yang Jun and Mr. Luo Zhou as executive Directors, Ms. Jiang Xin, Mr. Mao Lei and Mr. Li Zuoyang as non-executive Directors, and Mr. Cheng Peng, Mr. Kong Weiping and Mr. Kong Chi Mo as independent non-executive Directors.