



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)

Procedural Rules for Shareholders' Nomination of Directors

Article 1 To further clarify the procedural rules (the “Rules”) for shareholders’ nomination of directors of Beijing Capital Jiaye Property Services Co., Limited (hereinafter known as the “Company”) in accordance with the relevant requirements set out in the Company Law of the People’s Republic of China, the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (hereinafter known as the “Listing Rules”) and other relevant laws, regulations and regulatory documents, regulatory rules in the places where the shares of the Company are listed and the Articles of Association, and taking into account the actual situation of the Company, the Company hereby formulates these Rules.

Article 2 The means of and procedures for shareholders’ nomination of directors are as follows:

- (1) Directors shall be elected or replaced by the general meeting in accordance with the Articles of Association. The term of office of directors is three years. The term of office of directors is renewable upon re-election at its expiry, unless otherwise stipulated in the relevant laws, regulations and the Articles of Association. The term of office of independent non-executive directors is three years and subject to re-election, but shall not exceed nine years at maximum (any further appointment of an independent non-executive director in excess of nine years should be subject to a separate resolution to be approved by shareholders), unless otherwise provided in the relevant laws, regulations and listing rules of the stock exchange where the shares of the Company are listed.
- (2) The director candidates are generally submitted to the general meeting of the Company by the board of directors (the “Board”) of the Company by proposal. The shareholders of the Company may nominate director candidates in accordance with the Articles of Association. Shareholders individually or jointly holding 3% of the Company’s total issued shares with voting rights is/are entitled to propose resolution in writing to the general meeting, but the number of nominated candidates shall comply with the requirements of the Articles of Association and shall not exceed the number as planned. The above proposal submitted by the shareholders to the Company shall be delivered to the Company at least seven (7) days before the convening of the general meeting.
- (3) The written notices for the intention to nominate a director candidate and the candidate’s intention to accept the nomination, and the written information of the director candidate shall be provided to the Company no less than seven (7) days prior to the date of the general meeting (such seven (7)-day notice period shall commence no earlier than the second day upon the issue of the notice for convening the general meeting for this election and end no later than seven (7) days prior to the date of convening the general meeting). The Board shall provide biographical information and basic conditions of director candidates to shareholders.
- (4) The period of despatch of the notice to the Company regarding the nomination of director candidates and the period of the despatch of the above notice and documents indicating the candidate’s intention to accept the nomination (such period shall commence from the day immediately following the the date of despatch of the notice of convening the general meeting) shall not be less than seven (7) days.

Article 3 The qualifications and conditions of director candidates shall be in compliance of the relevant requirements of the relevant laws, administrative regulations, regulatory documents, and regulatory rules in the places where the shares of the Company are listed, such as the Listing Rules, and the Articles of Association.

Article 4 Unless otherwise specified, the terms used in the Rules shall have the same meanings as those of the Articles of Association.

Article 5 For matters not covered in the Rules, and in the event of any contradiction with any provisions of the laws, administrative regulations, regulatory documents, and regulatory provisions in the place where the shares of the Company are listed (such as the Listing Rules) formulated after the Rules become effective, and the Articles of Association amended under the legal procedures, the relevant laws of the state, administrative regulations, regulatory documents, and regulatory rules in the places where the shares of the Company are listed (such as the Listing Rules) and the amended Articles of Association shall prevail. Amendments to these Rules shall be made forthwith and submitted to the Board for consideration and approval.

Article 6 The Rules have been considered and approved by the Board and shall take effect from the date on which the overseas listed foreign shares (H Shares) issued by the Company are listed on the Stock Exchange of Hong Kong Limited.

Article 7 The power of interpretation of, and amendments to, the Rules shall be vested in the Board.