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If you have sold or transferred all your shares in Poly Property Services Co., Ltd., you should at once hand this circular, together with the enclosed proxy form, to the purchaser(s) or transferee(s) or to the bank, stockbroker or other agent through whom the sale or transfer was effected for transmission to the purchaser(s) or transferee(s).

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POLY PROPERTY SERVICES CO., LTD.
保利物業服務股份有限公司

(A joint stock company incorporated in the People's Republic of China with limited liability)

(Stock Code: 06049)

- (1) 2022 Report of the Board of Directors**
 - (2) 2022 Report of the Supervisory Committee**
 - (3) 2022 Audited Consolidated Financial Statements**
 - (4) 2022 Annual Report**
 - (5) Profit Distribution Plan for 2022**
 - (6) Re-appointment of Auditors for 2023**
 - (7) Election of the New Session of the Board**
 - (8) Election of the New Session of the Supervisory Committee**
 - (9) Adjustments to the Remuneration of Independent Non-executive Directors**
 - (10) General Mandate to the Board to Issue Shares**
 - (11) Amendments to the Articles of Association**
- and**
- Notice of the 2022 Annual General Meeting**

A notice convening the AGM of Poly Property Services Co., Ltd. to be held on Wednesday, 17 May 2023, at 3:00 p.m. at the Conference Room, 2nd Floor, East Tower, Poly Plaza, No. 832 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC is set out on pages AGM-1 to AGM-3 of this circular. A proxy form for use at the AGM is enclosed in this circular. Such proxy form is also published on the designated website of the Stock Exchange (www.hkexnews.hk) and the website of the Company (www.polywuye.com).

Shareholders who intend to appoint a proxy to attend the AGM shall complete and return the enclosed proxy form in accordance with the instructions printed thereon not less than 24 hours before the time fixed for holding the AGM or any adjournment thereof (as the case may be). Completion and return of the proxy form will not preclude Shareholders from attending and voting in person at the AGM if they so wish.

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DEFINITIONS

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

“2022 Annual Report”	the annual report of the Company for the year ended 31 December 2022, which has been published on the designated website of the Stock Exchange (www.hkexnews.hk) and the website of the Company (www.polywuye.com)
“2022 Audited Consolidated Financial Statements”	the audited consolidated financial statements of the Group for the year ended 31 December 2022, which is set out in the 2022 Annual Report
“2022 Report of the Board of Directors”	the report of the Board of Directors for the year ended 31 December 2022, which is set out in the 2022 Annual Report
“2022 Report of the Supervisory Committee”	the report of the Supervisory Committee for the year ended 31 December 2022, which is set out in the 2022 Annual Report
“AGM” or “Annual General Meeting”	the annual general meeting of the Company to be held on Wednesday, 17 May 2023 at 3:00 p.m. at the Conference Room, 2nd Floor, East Tower, Poly Plaza, No. 832 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC to consider and, if appropriate, to approve the resolutions contained in the notice of the meeting which is set out on pages AGM-1 to AGM-3 of this circular, or any adjournment thereof
“Articles of Association”	the articles of association of the Company currently in force
“Baker Tilly HK”	Baker Tilly Hong Kong Limited
“Baker Tilly China”	Baker Tilly China Certified Public Accountants
“Board”	the board of Directors
“China” or the “PRC”	the People’s Republic of China, but for the purpose of this circular and for geographical reference only and except where the context requires, references in this circular to “China” and the “PRC” do not include Hong Kong, the Macau Special Administrative Region of the PRC and Taiwan of the PRC

DEFINITIONS

“Company”	Poly Property Services Co., Ltd., a joint stock company incorporated in the PRC with limited liability, the H Shares of which are listed on the Main Board of the Stock Exchange
“Director(s)”	the director(s) of the Company
“Domestic Share(s)”	ordinary shares in the share capital of the Company, with a nominal value of RMB1.00 each, which are subscribed for and paid up in Renminbi
“Domestic Shareholder(s)”	the holder(s) of Domestic Share(s)
“General Mandate”	a general mandate to be granted to the Board for exercising the power of the Company to issue Domestic Shares and H Shares not exceeding 20% of each of the total number of Domestic Shares and H Shares, respectively, in issue on the date of passing the related resolution, subject to the conditions set out in the resolution proposed at the AGM for approving the general mandate
“Group”	the Company and its subsidiaries
“H Share(s)”	overseas listed foreign shares in the ordinary share capital of the Company with a nominal value of RMB1.00 each, which are subscribed for and traded in Hong Kong dollars and listed on the Main Board of the Stock Exchange
“H Shareholder(s)”	the holder(s) of H Share(s)
“Hong Kong”	the Hong Kong Special Administrative Region of the PRC
“Hong Kong dollars”	Hong Kong dollars, the lawful currency of Hong Kong
“Latest Practicable Date”	21 April 2023, 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 Stock Exchange

DEFINITIONS

“Poly Developments and Holdings”	Poly Developments and Holdings Group Co., Ltd. (保利發展控股集團股份有限公司), a joint stock company incorporated in the PRC with limited liability, whose shares are listed on the main board of the Shanghai Stock Exchange (stock code: 600048). Poly Developments and Holdings is a controlling shareholder of the Company
“Poly Southern”	Poly Southern Group Co., Ltd. (保利南方集團有限公司)
“RMB” or “Renminbi”	Renminbi, the lawful currency of the PRC
“SASAC”	State-owned Assets Supervision and Administration Commission of the State Council
“Share(s)”	ordinary shares in the share capital of the Company, with a nominal value of RMB1.00 each, comprising Domestic Shares and H Shares
“Shareholder(s)”	holder(s) of Share(s)
“Stock Exchange” or “Hong Kong Stock Exchange”	The Stock Exchange of Hong Kong Limited
“Supervisor(s)”	supervisor(s) of the Company
“Supervisory Committee”	the supervisory committee of the Company

In this circular, terms such as “controlling shareholder”, “subsidiary” and “substantial shareholder” shall have the meanings given to such terms in the Listing Rules, unless the context otherwise requires.

The English names of Chinese entities included in this circular are unofficial translations of their Chinese names and are included for identification purposes only.

LETTER FROM THE BOARD



POLY PROPERTY SERVICES CO., LTD.
保利物業服務股份有限公司

(A joint stock company incorporated in the People's Republic of China with limited liability)
(Stock Code: 06049)

Executive Director:
Ms. Wu Lanyu (*Chairman*)

Non-executive Directors:
Mr. Liu Ping
Mr. Hu Zaixin
Mr. Huang Hai

Independent Non-executive Directors:
Mr. Wang Xiaojun
Ms. Tan Yan
Mr. Zhang Liqing

*Registered office and principal place of
business in the PRC:*

48-49/F, Poly Plaza
No. 832 Yue Jiang Zhong Road
Hai Zhu District
Guangzhou
Guangdong Province, the PRC

Principal place of business in Hong Kong:
40/F, Dah Sing Financial Centre
248 Queen's Road East
Wanchai, Hong Kong

26 April 2023

To the Shareholders

Dear Sir/Madam,

- (1) 2022 Report of the Board of Directors**
- (2) 2022 Report of the Supervisory Committee**
- (3) 2022 Audited Consolidated Financial Statements**
- (4) 2022 Annual Report**
- (5) Profit Distribution Plan for 2022**
- (6) Re-appointment of Auditors for 2023**
- (7) Election of the New Session of the Board**
- (8) Election of the New Session of the Supervisory Committee**
- (9) Adjustments to the Remuneration of
Independent Non-executive Directors**
- (10) General Mandate to the Board to Issue Shares**
- (11) Amendments to the Articles of Association
and
Notice of the 2022 Annual General Meeting**

1. INTRODUCTION

The purpose of this circular is to provide you with the notice of the AGM and the information reasonably necessary to enable you to make an informed decision on whether to vote for or against the proposed resolutions at the AGM.

LETTER FROM THE BOARD

At the AGM, ordinary resolutions will be proposed as follows:

- (1) to consider and approve the 2022 Report of the Board of Directors;
- (2) to consider and approve the 2022 Report of the Supervisory Committee;
- (3) to consider and approve the 2022 Audited Consolidated Financial Statements;
- (4) to consider and approve the 2022 Annual Report;
- (5) to consider and approve the profit distribution plan for 2022;
- (6) to consider and approve the re-appointment of auditors for 2023;
- (7) to consider and approve the election of the new session of the Board;
- (8) to consider and approve the election of the new session of the Supervisory Committee;
- (9) to consider and approve the adjustments to the remuneration of independent non-executive Directors; and

At the AGM, special resolutions will be proposed as follows:

- (10) to consider and approve the grant of the General Mandate to the Board to issue Shares; and
- (11) to consider and approve the amendments to the Articles of Association.

In order to enable you to have a better understanding of the resolutions to be proposed at the AGM and to make an informed decision in the circumstance where sufficient and necessary information is available, the Company provided the Shareholders with detailed information in this circular.

2. BUSINESSES TO BE CONSIDERED AT THE AGM

2.1 To consider and approve the 2022 Report of the Board of Directors

The text of the 2022 Report of the Board of Directors is set out in the section headed "Report of the Board of Directors" in the 2022 Annual Report.

The 2022 Report of the Board of Directors was considered and approved by the Board on 29 March 2023 and is hereby proposed at the AGM for consideration and approval.

2.2 To consider and approve the 2022 Report of the Supervisory Committee

The text of the 2022 Report of the Supervisory Committee is set out in the section headed "Report of the Supervisory Committee" in the 2022 Annual Report.

LETTER FROM THE BOARD

The 2022 Report of the Supervisory Committee was considered and approved by the Supervisory Committee on 29 March 2023 and is hereby proposed at the AGM for consideration and approval.

2.3 To consider and approve the 2022 Audited Consolidated Financial Statements

The 2022 Audited Consolidated Financial Statements are set out in the 2022 Annual Report.

The 2022 Audited Consolidated Financial Statements were considered and approved by the Board on 29 March 2023 and are hereby proposed at the AGM for consideration and approval.

2.4 To consider and approve the 2022 Annual Report

The 2022 Annual Report was considered and approved by the Board on 29 March 2023 and is hereby proposed at the AGM for consideration and approval.

2.5 To consider and approve the profit distribution plan for 2022

The profit distribution plan for 2022 was considered and approved by the Board on 29 March 2023, and the Board proposed the distribution of an annual dividend of RMB0.503 per Share (tax inclusive) for the year ended 31 December 2022 (the “**Annual Dividend**”). The profit distribution plan shall be subject to the consideration and approval of the Shareholders at the AGM. The Annual Dividend payable to Domestic Shareholders shall be paid in Renminbi and the Annual Dividend payable to H Shareholders shall be declared in Renminbi and paid in Hong Kong dollars, the exchange rate of which will be calculated based on the average exchange rate of Renminbi against Hong Kong dollars published by the People’s Bank of China five business days prior to the AGM. Upon approval at the AGM, the Annual Dividend will be paid on or before Thursday, 13 July 2023.

Subject to the approval of the Shareholders at the AGM, the Annual Dividend will be distributed to the Shareholders whose names appear on the register of members of the Company at the close of business on Tuesday, 13 June 2023. For the purpose of determining the entitlement of the H Shareholders of the Company to the Annual Dividend, the H Share register of members of the Company will be closed from Monday, 12 June 2023 to Tuesday, 13 June 2023, both days inclusive, during which period no transfer of H Shares will be registered. In order for H Shareholders to qualify for the proposed Annual Dividend, all properly completed share transfer forms together with the relevant share certificates must be lodged with the Company’s H Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong for registration not later than 4:30 p.m. on Friday, 9 June 2023.

LETTER FROM THE BOARD

Pursuant to the Enterprise Income Tax Law of the PRC (《中華人民共和國企業所得稅法》) which came into effect on 1 January 2008, and amended on 24 February 2017 and 29 December 2018, the Provision for Implementation of Enterprise Income Tax Law of the PRC (《中華人民共和國企業所得稅法實施條例》) which took effect on 1 January 2008 and amended on 23 April 2019, and the Notice on the Issues Concerning Withholding the Enterprise Income Tax on the Dividends Paid by Chinese Resident Enterprise to H Shareholders which are Overseas Non-resident Enterprises (Guo Shui Han [2008] No. 897) (《關於中國居民企業向境外H股非居民企業股東派發股息代扣代繳企業所得稅有關問題的通知》(國稅函[2008]897號)), which was promulgated by the State Administration of Taxation and came into effect on 6 November 2008, etc., where a PRC domestic enterprise distributes dividends for 2008 and subsequent years for financial periods beginning from 1 January 2008 to non-resident enterprise shareholders, it is required to withhold 10% enterprise income tax for such non-resident enterprise shareholders. Therefore, as a PRC domestic enterprise, the Company will, after withholding 10% of the Annual Dividend as enterprise income tax, distribute the Annual Dividend to non-resident enterprise Shareholders whose names appear on the H Share register of members of the Company, i.e. any Shareholders who hold H Shares in the name of non-individual shareholders, including but not limited to HKSCC Nominees Limited, other nominees, trustees, or H Shareholders registered in the name of other organisations and groups. After receiving dividends, the non-resident enterprise Shareholders may apply to the relevant tax authorities for enjoying treatment of taxation treaties (arrangement) in person or by proxy or by the Company, and provide information to prove that it is an actual beneficiary under the requirements of such taxation treaties (arrangement). After the tax authorities have verified that there is no error, it shall refund the tax difference between the amount of tax levied and the amount of tax payable calculated at the tax rate under the requirements of the relevant taxation treaties (arrangement).

On 28 June 2011, the State Administration of Taxation promulgated the Notice on the Issues on Levy of Individual Income Tax after the Abolishment of Guo Shui Fa [1993] No. 045 Document (Guo Shui Han [2011] No. 348) (《關於國稅發[1993] 045號文件廢止後有關個人所得稅徵管問題的通知》(國稅函[2011]348號)) (the “**No. 348 Circular**”). Pursuant to the No. 348 Circular, foreign resident individual shareholders holding the shares of a domestic non-foreign-invested enterprise issued in Hong Kong is entitled to the relevant preferential tax treatments pursuant to the provisions in the tax treaties between the country(ies) in which they are domiciled and the PRC, and the tax arrangements between the PRC and Hong Kong or Macau. Pursuant to the No. 348 Circular, individual income tax at a tax rate of 10% may in general be withheld in respect of the dividend and bonus to be distributed by the domestic non-foreign-invested enterprises whose shares have been issued in Hong Kong, without the need to make any application for preferential tax treatments. However, the tax rate for each foreign resident individual shareholder may vary depending on the relevant tax treaties between the country(ies) of their domicile and the PRC.

LETTER FROM THE BOARD

Pursuant to the relevant requirements under the Notice on the Tax Policies Related to the Pilot Program of the Shenzhen-Hong Kong Stock Connect (Cai Shui [2016] No. 127) (《關於深港股票市場交易互聯互通機制試點有關稅收政策的通知》(財稅[2016] 127號)) and the Notice on the Tax Policies Related to the Pilot Program of the Shanghai-Hong Kong Stock Connect (Cai Shui [2014] No. 81) (《關於滬港股票市場交易互聯互通機制試點有關稅收政策的通知》(財稅[2014]81號)), for dividends and bonus received by domestic individual investors from investing in H shares listed on the Stock Exchange through southbound trading, the company that issued such H shares shall withhold individual income tax at the rate of 20% on behalf of the investors. For dividends and bonus received by domestic securities investment funds from investing in shares listed on the Stock Exchange through southbound trading, the tax payable shall be the same as that for individual investors. The company that issued such H shares will not withhold the income tax for dividends and bonus on behalf of domestic enterprise investors and those domestic enterprise investors shall declare and pay the relevant tax themselves.

2.6 To consider and approve the re-appointment of auditors for 2023

The term of office of both Baker Tilly HK and Baker Tilly China will expire upon the 2022 AGM. In order to maintain the continuity of the work, the Board recommends the re-appointment of Baker Tilly HK and Baker Tilly China as the overseas auditor and domestic auditor of the Company for 2023, respectively, for a term until the conclusion of the next annual general meeting.

Such proposal was considered and approved by the Board on 29 March 2023 and is hereby proposed at the AGM for consideration and approval (including approving the Board to authorise the management to determine their remunerations and entering into the relevant agreements).

2.7 To consider and approve the election of the new session of the Board

Reference is made to the announcement of the Company dated 29 March 2023 in relation to the election of the new session of the Board.

The Company has completed the nomination process of the proposed Directors for the third session of the Board. The Board has resolved to nominate Ms. Wu Lanyu as the proposed executive Director of the third session of the Board; Mr. Liu Ping, Mr. Hu Zaixin and Mr. Huang Hai as the proposed non-executive Directors of the third session of the Board; and Mr. Wang Xiaojun, Ms. Tan Yan and Mr. Zhang Liqing as the proposed independent non-executive Directors of the third session of the Board. In accordance with the Articles of Association of the Company, the term of office of the third session of the Board shall be three years. The term of office of each proposed Director shall become effective from the date of approval by the Shareholders at the AGM until the expiration of the term of office of the third session of the Board.

LETTER FROM THE BOARD

Such proposal was considered and approved by the Board on 29 March 2023 and is hereby proposed at the AGM for consideration and approval item by item (including authorising the Board to determine the remuneration of the executive Directors and independent non-executive Directors and entering into the relevant agreements). Upon approval of the resolutions in relation to the proposed election of the new session of the Board by the Shareholders at the AGM, the Company will enter into or renew the service contract with each Director. Upon obtaining approval at the AGM, the Board will determine the remuneration of the executive Directors and independent non-executive Directors with reference to the relevant rules of the Company. Mr. Liu Ping, Mr. Hu Zaixin and Mr. Huang Hai will not receive any Director's fee from the Company during their tenures as non-executive Directors.

The biographies and relevant information of the proposed Directors for the third session of the Board as of the Latest Practicable Date are set out in Appendix I to this circular.

2.8 To consider and approve the election of the new session of the Supervisory Committee

Reference is made to the announcement of the Company dated 29 March 2023 in relation to the election of the new session of the Supervisory Committee.

The Company has completed the nomination process of the proposed Shareholder representative Supervisors for the third session of the Supervisory Committee. The Supervisory Committee has resolved to nominate Ms. Liao Moqiong and Mr. Yang Haibo as the proposed Shareholder representative Supervisors of the third session of the Supervisory Committee. In accordance with the Articles of Association of the Company, the term of office of the third session of the Supervisory Committee shall be three years. The term of office of each proposed Supervisor shall become effective from the date of approval by the Shareholders at the AGM until the expiration of the term of office of the third session of the Supervisory Committee.

Such proposal was considered and approved by the Supervisory Committee on 29 March 2023 and is hereby proposed at the AGM for consideration and approval item by item (including authorising the Supervisory Committee to determine the remuneration of the Supervisors and entering into the relevant agreements). Upon approval of the resolutions in relation to the proposed election of the new session of the Supervisory Committee by the Shareholders at the AGM, the Company will enter into or renew the service contract with each Supervisor. Upon obtaining approval at the AGM, the Supervisory Committee will determine the remuneration of the Supervisors with reference to the relevant rules of the Company. Mr. Yang Haibo will not receive any Supervisors fee from the Company during his tenure as Supervisor.

The biographies and relevant information of the proposed Supervisors for the third session of the Supervisory Committee as of the Latest Practicable Date are set out in Appendix II to this circular.

LETTER FROM THE BOARD

2.9 To consider and approve the adjustments to the remuneration of independent non-executive Directors

In order to strengthen the duty performance guarantee of independent non-executive Directors, the Board proposed to adjust the allowance standard for independent non-executive Directors of the Company from RMB150,000/year to RMB200,000/year.

Such proposal was considered and approved by the Board on 29 March 2023 and is hereby proposed at the AGM for consideration and approval.

2.10 To consider and approve the grant of the General Mandate to the Board to issue Shares

In order to meet the Company's business development needs and with reference to market practices, to ensure that the Company provides the Board with discretion and flexibility to issue new Shares as and when appropriate, and in accordance with the applicable laws and regulations of the PRC, the Listing Rules and the Articles of Association, the Company proposes to grant the General Mandate to the Board by way of resolution at the AGM to approve, allot, issue or deal with additional Domestic Shares and H Shares not exceeding 20% of each of the total number of Domestic Shares and H Shares, respectively, in issue. As of the Latest Practicable Date, the issued share capital of the Company comprised 400,000,000 Domestic Shares and 153,333,400 H Shares. Subject to the passing of the resolution related to the granting of the General Mandate and based on the assumption that no further Shares will be issued before the AGM, the Company will be allowed to issue a maximum of 80,000,000 Domestic Shares and 30,666,600 H Shares in accordance with the General Mandate.

(A) Specific plans on the General Mandate:

- (a) Subject to the conditions set out in (b) below, the Board is hereby authorised to approve, allot, issue or deal with Shares (Domestic Shares and/or H Shares), securities convertible into Shares, and options, warrants to subscribe for any Shares or convertible securities or other securities with the right to subscribe for or convert into Shares, separately or at the same time during the Relevant Period (as defined below).
- (b) The number of Shares (Domestic Shares and/or H Shares), securities convertible into Shares, or options, warrants to subscribe for any Shares or convertible securities or other securities with the right to subscribe for or convert into Shares (which shall be calculated on the basis of the number of Domestic Shares and/or H Shares that such securities can be converted into/be allotted) proposed to be approved, allotted, issued or dealt with by the Board shall not exceed 20% of each of the number of issued Domestic Shares and H Shares, respectively, of the Company on the date of passing such resolution at the AGM.

LETTER FROM THE BOARD

- (c) For the purposes of this resolution:

“**Relevant Period**” means the period from the date on which this special resolution is passed at the AGM until the earliest of: (1) the conclusion of the next annual general meeting of the Company following the date of passing of this resolution; (2) the expiration of twelve months following the date of passing of this resolution; and (3) the date on which the authority granted to the Board under this resolution is revoked or varied by a special resolution of the Shareholders at a shareholders’ general meeting.

- (d) The Board is hereby authorised to determine the details of the issuance plan, including but not limited to: (1) the class and number of Shares proposed to be allotted, issued or dealt with; (2) the pricing method and/or the offer price (including the price range); (3) the date of opening and closing of the issuance; (4) the specific use of the proceeds raised; (5) the recommendation, agreement and share options to be made or granted for the exercise of the said power; and (6) other content to be included in the details of the issuance plan as required by the relevant laws and regulations and other regulatory documents, the relevant regulatory authorities and the local stock exchange.
- (e) The Board is hereby authorised to implement the issuance plan and deal with the matters related to an increase in the registered capital of the Company so as to reflect the Shares authorised to be issued by the Company under this resolution, and to make such amendments as it deems appropriate and necessary to the provisions related to the issuance of Shares and registered capital in the Articles of Association, and to adopt and complete any other actions and procedures that are necessary for the implementation of the issuance plan and the completion of the increase in the registered capital of the Company.

(B) Relevant mandate

In order to enhance the efficiency of decision-making, reduce internal approval procedures and grasp market opportunities, in respect of the General Mandate to issue Shares, it is proposed to the shareholders’ general meeting to approve the authorisation of the Board and any persons authorised by the Board are authorised to deal with the matters in connection with the General Mandate to issue Shares.

2.11 To consider and approve the amendments to the Articles of Association

Reference is made to the announcement of the Company dated 25 April 2023 in relation to the proposed amendments to the Articles of Association.

LETTER FROM THE BOARD

According to the relevant requirements of the Notice on Printing and Distributing the “Administrative Measures for the Formulation of Articles of State-owned Enterprises” (《關於印發〈國有企業公司章程制定管理辦法〉的通知》) issued by the SASAC, the Board proposed to amend certain provisions of the Articles of Association. The number of the articles in the amended Articles of Association will increase from the original 190 articles to 192 articles, and the numbering of the relevant articles will be adjusted accordingly.

Please refer to Appendix III to this circular for details of the proposed amendments to the Articles of Association.

The Articles of Association is prepared in Chinese with no official English version. Any English translation is for reference only. In the event of any inconsistency, the Chinese version shall prevail.

3. AGM AND PROXY ARRANGEMENT

The proxy form of the AGM is enclosed herewith.

If you intend to appoint a proxy to attend the AGM, you are required to complete the accompanying proxy form in accordance with the instructions printed thereon and return by personal delivery or by post not less than 24 hours before the time fixed for holding the AGM or any adjourned meeting thereof. H Shareholders are required to return the proxy form to the Company’s H Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong. Domestic Shareholders are required to return the proxy form to the Company’s principal place of business in the PRC at 48-49/F, Poly Plaza, No. 832 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC. Completion and return of the proxy form will not preclude you from attending and voting in person at the AGM or at any adjourned meeting should you so wish.

For the purpose of determining the shareholders’ eligibility to attend and vote at the AGM (and any adjourned meeting thereof), the register of members of the Company will be closed from Friday, 12 May 2023 to Wednesday, 17 May 2023, both days inclusive, during which period no transfer of the Shares will be registered. In order for the H Shareholders to qualify for attending and voting at the AGM, all properly completed share transfer forms together with the relevant H Share certificates shall be lodged with the Company’s H Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong for registration not later than 4:30 p.m. on Thursday, 11 May 2023. Shareholders whose names appear on the register of members of the Company on Wednesday, 17 May 2023 are entitled to attend and vote at the AGM.

For the purpose of determining the identity of the Shareholders entitled to the Annual Dividend in respect of the year ended 31 December 2022, the H Share register of members of the Company will be closed from Monday, 12 June 2023 to Tuesday, 13 June 2023, both days inclusive, during which period no transfer of H Shares will be registered. For entitlement to the above Annual Dividend, all share certificates together with the share transfer forms shall be lodged with the Company’s H Share Registrar, Tricor

LETTER FROM THE BOARD

Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong not later than 4:30 p.m. on Friday, 9 June 2023. Shareholders whose names appear on the register of members of the Company on Tuesday, 13 June 2023 are entitled to receive the above proposed Annual Dividend.

4. VOTING BY POLL

According to Rule 13.39(4) of the Listing Rules, any vote of Shareholders at the AGM must be taken by poll. Accordingly, the chairman of the AGM will exercise his power under the Articles of Association to demand a poll in relation to all the proposed resolutions at the AGM. The Company will announce the results of the poll in the manner prescribed under Rule 13.39(5) of the Listing Rules.

5. RECOMMENDATION

The Board (including independent non-executive Directors) considers that all resolutions proposed at the AGM are fair and reasonable and in the best interests of the Company and the Shareholders as a whole. Accordingly, the Board recommends the Shareholders to vote in favour of the proposed resolutions at the AGM.

6. FURTHER INFORMATION

Your attention is drawn to other parts of this circular, which contain further information on the Group and other information required to be disclosed under the Listing Rules.

Yours faithfully,
By Order of the Board
POLY PROPERTY SERVICES CO., LTD.
Wu Lanyu
Chairman of the Board and Executive Director

1. Proposed executive Director

Ms. Wu Lanyu (吳蘭玉), aged 43, is an executive Director. Ms. Wu joined the Company as Director on 20 June 2018 and was appointed as executive Director on 7 May 2019 and as chairman of the Company on 11 January 2023. Ms. Wu is currently the chairman of nomination committee of the Board and serves as director of several of the Company's subsidiaries. Ms. Wu has over 14 years of experience in the real estate industry.

Ms. Wu worked as business manager of Poly Developments and Holdings from June 2005 to August 2005, responsible for investment related work. From September 2005 to February 2008, Ms. Wu served as the officer-in-charge of the sales and marketing department of Guangzhou Science City Poly Property Co., Ltd. (廣州科學城保利房地產開發有限公司), which was a subsidiary of Poly Developments and Holdings and deregistered in October 2016, responsible for sales and marketing. From February 2008 to April 2018, Ms. Wu served as assistant general manager and deputy general manager of Poly (Wuhan) Property Co., Ltd. (保利(武漢)房地產開發有限公司), with her last position responsible for sales and marketing, customer services and property management related work. Ms. Wu had been serving as the general manager of our Company from June 2018 to January 2023 with responsibility of overall operation, management, strategy making and business decision making.

Ms. Wu obtained dual bachelor degree in Management and Law, respectively, from Wuhan University of Technology (武漢理工大學) in June 2003, and a master degree in Communication Studies from Huazhong University of Science and Technology (華中科技大學) in June 2005. Ms. Wu is a qualified intermediate economist (economy of real estate).

As of the Latest Practicable Date, Ms. Wu Lanyu has accepted 116,800 restricted H Shares granted by the Company under the restricted share incentive scheme.

2. Proposed non-executive Directors

Mr. Liu Ping (劉平), aged 54, is a non-executive Director. He was appointed as non-executive Director on 9 October 2020. He is currently a member of nomination committee of the Board. Mr. Liu has successively served as the section chief of a branch of the Guangdong Audit Office (廣東省審計廳), the manager of the planning department, the director of the general manager's office, the assistant to the general manager, the secretary to the board of directors, the deputy general manager and the general manager of Poly Developments and Holdings since 1989. He is currently the chairman and a director of Poly Developments and Holdings, and the chairman and a director of Poly Southern.

Mr. Liu obtained a bachelor degree of Economics from Sun Yat-sen University (中山大學) in June 1989, and is a qualified senior auditor.

As of the Latest Practicable Date, Mr. Liu is beneficially interested in 7,723,184 shares of Poly Developments and Holdings.

Mr. Hu Zaixin (胡在新), aged 54, is a non-executive Director. Mr. Hu joined the Company in April 2009, served as Director of the Company since 20 April 2009 and was the chairman of the Board between April 2009 and June 2018. He was appointed as non-executive Director on 7 May 2019. He is currently a member of audit committee of the Board. Mr. Hu has over 13 years of experience in property management.

Mr. Hu has joined Poly Developments and Holdings since July 1998. Mr. Hu successively worked as manager in the sales department, general manager and assistant general manager of the marketing centre, general manager and deputy general manager of the brand management centre of Poly Developments and Holdings. He is currently a director and deputy secretary of the Party committee of Poly Developments and Holdings.

Mr. Hu obtained a master degree of Economics from Sun Yat-sen University (中山大學) in June 1998. In January 2009, Mr. Hu obtained a doctorate degree in Media Economics from Communication University of China (中國傳媒大學). Mr. Hu is a qualified intermediate economist (sales and marketing). Mr. Hu is currently a deputy to the People's Congress of Guangzhou City and a vice president of China Property Management Institute (中國物業管理協會).

As of the Latest Practicable Date, Mr. Hu is beneficially interested in 925,497 shares of Poly Developments and Holdings.

Mr. Huang Hai (黃海), aged 47, is a non-executive Director. Mr. Huang joined the Group as Director of the Company on 21 October 2016 and was appointed as non-executive Director on 7 May 2019. He served as the chairman of the Company from April 2019 to January 2023. He is currently a member of audit committee of the Board. Mr. Huang has over 25 years of experience in investment and financing, capital markets and corporate management and amongst which, over 19 years of experience in the real estate industry.

From April 1997 to October 1998, Mr. Huang worked as business manager of the finance department of Shenzhen OUR New Medical Technology Development Co., Ltd. (深圳市奧沃醫學新技術發展有限公司) (previously known as Shenzhen Wofa Medical New Technology Development Co., Ltd. (深圳沃發醫學新技術發展有限公司)), mainly participating in corporate financing related works. From January 1999 to January 2000, Mr. Huang worked as manager of the marketing department of Shantou Branch of Guangzhou Xingda Communication Co., Ltd. (廣州興達通訊有限公司), which has already been revoked, mainly responsible for marketing related works. From March 2000 to December 2002, Mr. Huang worked as manager and securities representative in the securities department of Zhongshan Public Utilities Group Co., Ltd. (中山公用事業集團股份有限公司) (formerly known as Zhongshan Public Utilities Science & Technology Co., Ltd. (中山公用科技股份有限公司)), whose shares are listed on the Shenzhen Stock Exchange (stock code: 000685), responsible for securities related work. From July 2016 to February 2022, Mr. Huang was a director of Guangdong Provincial Expressway Development Co., Ltd (廣東省高速公路發展

股份有限公司), whose shares are listed on the Shenzhen Stock Exchange (stock code: 000429). Since December 2002, Mr. Huang has been working in Poly Developments and Holdings as the secretary of the board since April 2012, responsible for securities related work, relationship with the investors and capital markets related work. He is currently also serving as the chairman of Poly (Hengqin) Innovation Industry Investment Management Co., Ltd. (保利(橫琴)創新產業投資管理有限公司).

Mr. Huang obtained a bachelor degree in Trade and Economics from South China Agricultural University (華南農業大學) in July 1997 and a master degree in Business Administration from Sun Yat-sen University (中山大學) in December 2006.

As of the Latest Practicable Date, Mr. Huang is beneficially interested in 1,115,697 shares of Poly Developments and Holdings.

3. Proposed independent non-executive Directors

Mr. Wang Xiaojun (王小軍), aged 68, is an independent non-executive Director. He was appointed as independent non-executive Director on 7 May 2019. He is currently the chairman of remuneration committee, a member of each of audit committee and nomination committee of the Board.

From October 1992 to April 2001, Mr. Wang successively served as an assistant manager in the China Listing Affairs Unit of the Hong Kong Stock Exchange, a solicitor of Richards Butler, an assistant director of Peregrine Capital Limited and a director of ING Barings Securities (Hong Kong) Limited. Mr. Wang had been a partner of Junhe Law Offices. Mr. Wang is currently a principal of WANG & Co. (王小軍律師行) (formerly known as JNJ Partners LLP (王小軍李樂民朱詠思律師行(有限法律責任合夥))). Since March 2013, Mr. Wang has been serving as an independent non-executive director of China Aerospace International Holdings Limited (中國航天國際控股有限公司), whose shares are listed on the Hong Kong Stock Exchange (stock code: 00031). From September 2013 to September 2019, Mr. Wang served as an independent non-executive director of Livzon Pharmaceutical Group Inc. (麗珠醫藥集團股份有限公司), whose shares are listed on the Hong Kong Stock Exchange (stock code: 01513) and the Shenzhen Stock Exchange (stock code: 000513). From August 2004 to April 2022, Mr. Wang served as an independent non-executive director of Wealthking Investments Limited (華科資本有限公司) (formerly known as OP Financial Limited (東英金融有限公司)), whose shares are listed on the Hong Kong Stock Exchange (stock code: 01140).

Mr. Wang graduated from the First Branch of Renmin University of China (中國人民大學第一分校) (currently known as Beijing Union University (北京聯合大學)) majoring in Law in July 1983 and obtained a master degree of Laws from the Graduate School of the Chinese Academy of Social Sciences (中國社會科學院研究生院) (currently part of the University of Chinese Academy of Social Sciences (中國社會科學院大學)) in December 1986. Mr. Wang is a qualified lawyer in the PRC, an admitted solicitor in Hong Kong and England and Wales.

Ms. Tan Yan (譚燕), aged 58, is an independent non-executive Director. Ms. Tan was appointed as independent non-executive Director on 7 May 2019. She is currently the chairman of audit committee, a member of each of remuneration committee and nomination committee of the Board.

Ms. Tan has been teaching in Sun Yat-Sen Business School (中山大學管理學院) majoring in accounting. Ms. Tan successively has been teaching assistant, lecturer, associate professor and professor of Sun Yat-Sen Business School (中山大學管理學院) since July 1988. Since December 2020, Ms. Tan has been serving as an independent director of China Southern Power Grid Technology Co., Ltd. (南方電網電力科技股份有限公司), whose shares are listed on the Shanghai Stock Exchange (stock code: 688248) since 22 December 2021. From September 2018 to January 2020, Ms. Tan served as an independent director and the chairman of the audit committee of Guangzhou Yuetai Group Co., Ltd. (廣州粵泰集團股份有限公司), whose shares are listed on the Shanghai Stock Exchange (stock code: 600393). From July 2013 to July 2019, Ms. Tan served as an independent director and the chairman of the audit committee of Alpha Group (奧飛娛樂股份有限公司) (formerly known as Guangdong Alpha Animation and Culture Co. Ltd. (廣東奧飛動漫文化股份有限公司)), whose shares are listed on the Shenzhen Stock Exchange (stock code: 002292). From January 2014 to January 2018, Ms. Tan served as an independent director and a member of the audit committee of Yihua Healthcare Co., Ltd. (宜華健康醫療股份有限公司) (formerly known as Yihua Real Estate Co., Ltd. (宜華地產股份有限公司)), whose shares are listed on the Shenzhen Stock Exchange (stock code: 000150). From June 2019 to October 2022, Ms. Tan has served as an independent director of SGIS Songshan Co., Ltd (廣東韶鋼松山股份有限公司) (currently known as Guangdong Zhongnan Iron & Steel Co., Ltd (廣東中南鋼鐵股份有限公司)), whose shares are listed on the Shenzhen Stock Exchange (stock code: 000717).

Ms. Tan obtained her bachelor degree in Industrial Financial Accounting from Hunan Institute of Finance and Economics (湖南財經學院) (currently a part of Hunan University (湖南大學)) in July 1985, and obtained her master degree in Accounting from Renmin University of China in July 1988. In July 2004, Ms. Tan obtained her doctorate degree in Accounting from Renmin University of China.

Mr. Zhang Liqing (張禮卿), aged 59, is an independent non-executive Director. Mr. Zhang was appointed as independent non-executive Director on 14 April 2022. He is currently a member of the audit committee, remuneration committee and nomination committee of the Board.

Mr. Zhang joined the Central University of Finance and Economics in 1987 and is currently a professor at the School of Finance of the Central University of Finance and Economics. He is also a vice president of China Society of World Economics* (中國世界經濟學會) and an executive member of the China International Finance Society* (中國國際金融學會) and the China Modern Financial Society (中國現代金融學會) (formerly known as the China Urban Financial Society (中國城市金融學會)). Since October 2020, Mr. Zhang has been serving as an external supervisor of China Minsheng Banking Corp., Ltd., the shares of which are listed on the Shanghai Stock Exchange (stock code: 600016). Since December 2020, Mr. Zhang has been serving an independent non-executive director of E-Star

Commercial Management Company Limited, the shares of which are listed on the Hong Kong Stock Exchange (stock code: 06668). From September 2016 to August 2021, Mr. Zhang was an independent non-executive director of Gome Finance Technology Co., Ltd., the shares of which are listed on the Hong Kong Stock Exchange (stock code: 00628). From April 2016 to December 2021, Mr. Zhang acted as an independent director of Zhejiang Shaoxing Ruifeng Rural Commercial Bank Co., Ltd., the shares of which are listed on the Shanghai Stock Exchange (stock code: 601528). From March 2011 to September 2018, Mr. Zhang was an independent director of Poly Developments and Holdings.

Mr. Zhang obtained a bachelor degree of Economics from Renmin University of China (中國人民大學), a master degree of Economics from the Graduate School of the Financial Research Institute of the People's Bank of China (中國人民銀行總行金融研究所) and a doctorate degree of Economics from Renmin University of China in July 1984, November 1988 and January 2003, respectively.

The proposed independent non-executive Directors mentioned above have confirmed that they have satisfied the independence criteria as stipulated in Rule 3.13 of the Listing Rules. The Company has assessed their independence and considered that they meet the independence guidelines set out in Rule 3.13 of the Listing Rules and are independent.

The nominations of independent non-executive Directors mentioned above were made by the Board after preliminary review by the nomination committee of the Board in accordance with the Articles of Association. The Company considered the diversity of Board members in several aspects, including but not limited to cultural and educational background, professional experience, skills and knowledge, and the selection of Board members shall be conducted in accordance with the relevant requirements of laws, regulations and securities regulators.

Save as disclosed above, as of the Latest Practicable Date, the said proposed Directors have confirmed that they (i) do not hold any other position in the Group; (ii) have not held any directorship in any other companies listed on any securities market in Hong Kong or overseas in the last three years and do not have any other major appointments and qualifications; (iii) do not have any relationships with any Directors, supervisors, senior management, substantial shareholders or controlling shareholders of the Company; (iv) do not have any interests in the shares of the Company and its associated corporations within the meaning of Part XV of the Securities and Futures Ordinance (Cap 571 of the Laws of Hong Kong) (the "SFO").

Save as mentioned above, the Company is not aware of any other information in relation to the election of the above proposed Directors that is required to be disclosed pursuant to the requirements of Rule 13.51(2) of the Listing Rules and there are no other matters that need to be brought to the attention of the Shareholders.

Proposed Shareholder representative Supervisors

Ms. Liao Moqiong (廖模瓊), aged 53. Ms. Liao joined the Company in March 2022, and has been serving as the secretary of the Discipline Inspection Commission of the Company.

From December 1996 to December 2001, Ms. Liao served as cost management post in budget department of Guangzhou Poly Estate Development Co., Ltd. (廣州保利房地產開發公司). From January 2002 to June 2006, she successively served as cost management post in budget department, deputy manager of engineering technology department II, and department manager of budget and final accounting department of Poly Property Co., Ltd. (保利房地產股份有限公司). From July 2006 to February 2009, she successively served as department manager of budget and final accounting department and general manager of the cost control center of Poly Property (Group) Co., Ltd. (保利房地產(集團)股份有限公司). From February 2009 to March 2022, she successively served as executive deputy general manager of Guangzhou Fuli Construction and Installation Engineering Co., Ltd. (廣州富利建築安裝工程有限公司), executive deputy general manager of Poly South China Industrial Co., Ltd. (保利華南實業有限公司), deputy general manager of Guangzhou Poly Urban Reconstruction Investment Co., Ltd. (廣州保利城改投資有限公司), deputy general manager of Guangdong Poly Property Development Co., Ltd. (廣東保利房地產開發有限公司), and deputy general manager of Guangdong Poly Urban Development Co., Ltd. (廣東保利城市發展有限公司).

Ms. Liao received her bachelor degree of engineering from Hengyang Institute of Technology in June 1992, and her master degree of engineering from South China University of Technology in December 2008. Ms. Liao is a qualified cost engineer and supervision engineer.

Mr. Yang Haibo (楊海波), aged 51. Mr. Yang has joined Poly Developments and Holdings since March 2002. From March 2002 to September 2009, he successively served as senior manager and deputy general manager of the investment management center of Poly Property (Group) Co., Ltd. From September 2009 to December 2021, he successively served as deputy general manager, executive deputy general manager, general manager, and chairman of Poly (Wuhan) Property Co., Ltd. (保利(武漢)房地產開發有限公司). Meanwhile, he also served as chairman of Anhui Poly Property Development Co., Ltd. (安徽保利房地產開發有限公司) from November 2019 to December 2021, and as chairman of Hunan Poly Property Development Co., Ltd. (湖南保利房地產開發有限公司) from February 2021 to December 2021. From December 2021 to January 2023, he served as general counsel and general manager of the risk management center of Poly Developments and Holdings. Since January 2023, he has been serving as the general counsel of Poly Developments and Holding and chairman of Poly Licheng Co., Ltd. (保利裏城有限公司).

Mr. Yang obtained a bachelor degree in law from Nanchang University in June 2002, and he is a qualified lawyer in the PRC.

Save as disclosed above, as of the Latest Practicable Date, the said Proposed Supervisors have confirmed that they (i) do not hold any other position in the Group; (ii) have not held any directorship in any other companies listed on any securities market in Hong Kong or overseas in the last three years and do not have any other major appointments and qualifications; (iii) do not have any relationships with any directors, supervisors, senior management, substantial shareholders or controlling shareholders of the Company; (iv) do not have any interests in the shares of the Company and its associated corporations within the meaning of Part XV of the SFO.

Save as mentioned above, the Company is not aware of any other information in relation to the election of the above Proposed Supervisors that is required to be disclosed pursuant to the requirements of Rule 13.51(2) of the Listing Rules and there are no other matters that need to be brought to the attention of the Shareholders.

Details of the proposed amendments to the Articles of Association are as follows (deleted texts are presented in strikethrough and additional texts are presented in underline):

Numbering	Original Article	Amended Article
1	-	<p><u>Chapter 18. Audit</u></p> <p><u>Article 161. The Company shall implement an internal audit system, assign primary and part-time auditors as needed, and conduct internal audit and supervision over the Company's financial income and expense and economic activities.</u></p>
2	-	<p><u>Article 162. The Company's internal audit system and the duties of the auditors shall be implemented upon approval of the Board of Directors. The person in charge of audit shall be responsible for and report to the Board of Directors.</u></p>
3	<p>Article 170. The merger of the Company may take the form of either merger by absorption or merger by establishment of a new entity.</p> <p>In the event of a merger, the parties to the merger shall enter into a merger agreement, and prepare balance sheets and inventories of assets. The Company shall notify its creditors within 10 days from the date of on which the resolution in favour of the merger is adopted and shall publish an announcement in a newspaper within 30 days from the date of such resolution. The creditors have the right to ask for the Company's settlement of the debts or provision of corresponding guarantee within 30 days from the receipt of the notice or within 45 days from the date of the announcement in case of non-receipt of the notice.</p> <p>Upon the merger, claims and debts of each of the merged parties shall be assumed by the company which survives the merger or the newly established company resulting from the merger.</p>	<p>Article 170<u>Article 172.</u> The merger of the Company may take the form of either merger by absorption or merger by establishment of a new entity.</p> <p>In the event of a merger, the parties to the merger shall enter into a merger agreement, and prepare balance sheets and inventories of assets. The Company shall notify its creditors within 10 days from the date of on which the resolution in favour of the merger is adopted and shall publish an announcement in a newspaper <u>in compliance with legal requirements</u> within 30 days from the date of such resolution. The creditors have the right to ask for the Company's settlement of the debts or provision of corresponding guarantee within 30 days from the receipt of the notice or within 45 days from the date of the announcement in case of non-receipt of the notice.</p> <p>Upon the merger, claims and debts of each of the merged parties shall be assumed by the company which survives the merger or the newly established company resulting from the merger.</p>

Numbering	Original Article	Amended Article
4	<p>Article 171. In the event of a division of the Company, its properties shall be divided up accordingly.</p> <p>In the event of a division, the Company shall prepare balance sheets and inventories of assets. The Company shall notify its creditors within 10 days from the date on which a resolution is adopted in favour of the division and shall publish an announcement in a newspaper within 30 days from the date of such resolution.</p> <p>Unless otherwise agreed in writing between the Company and its creditors in relation to the repayment of debts before the division, the surviving companies after the division shall jointly assume the indebtedness of the Company which has been incurred before such division.</p>	<p>Article 171Article 173. In the event of a division of the Company, its properties shall be divided up accordingly.</p> <p>In the event of a division, the Company shall prepare balance sheets and inventories of assets. The Company shall notify its creditors within 10 days from the date on which a resolution is adopted in favour of the division and shall publish an announcement in a newspaper <u>in compliance with legal requirements</u> within 30 days from the date of such resolution.</p> <p>Unless otherwise agreed in writing between the Company and its creditors in relation to the repayment of debts before the division, the surviving companies after the division shall jointly assume the indebtedness of the Company which has been incurred before such division.</p>

Note: Due to the addition or deletion of the chapters or provisions, the numbering related to the chapters, provisions and cross-references of the Articles of Association shall be adjusted accordingly and are not to be stated separately.

NOTICE OF THE 2022 ANNUAL GENERAL MEETING



POLY PROPERTY SERVICES CO., LTD. 保利物業服務股份有限公司

(A joint stock company incorporated in the People's Republic of China with limited liability)
(Stock Code: 06049)

NOTICE OF THE 2022 ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 2022 annual general meeting (the “**AGM**”) of Poly Property Services Co., Ltd. (the “**Company**”) will be held at 3:00 p.m. at the Conference Room, 2nd Floor, East Tower, Poly Plaza, No. 832 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC on Wednesday, 17 May 2023 for the purposes of considering and, if thought fit, approving the following resolutions. In this notice, unless the context otherwise requires, terms used herein shall have the same meanings as defined in the Company’s circular dated 26 April 2023 (the “**Circular**”).

ORDINARY RESOLUTIONS

1. To consider and approve the 2022 Report of the Board of Directors.
2. To consider and approve the 2022 Report of the Supervisory Committee.
3. To consider and approve the 2022 Audited Consolidated Financial Statements.
4. To consider and approve the 2022 Annual Report.
5. To consider and approve the profit distribution plan for 2022 (the proposal of an annual dividend of RMB0.503 per Share (tax inclusive)).
6. To consider and approve the re-appointment of Baker Tilly Hong Kong Limited and Baker Tilly China Certified Public Accountants as the overseas auditor and domestic auditor of the Company for 2023, respectively, for a term until the conclusion of the next annual general meeting of the Company, and to approve the Board to authorise the management to determine their remunerations and enter into the relevant agreements.
7. To consider and approve the election of the new session of the Board:
 - 7.1 Election of Ms. Wu Lanyu as an executive Director of the Company, and to authorise the Board to determine her remuneration;
 - 7.2 Election of Mr. Liu Ping as a non-executive Director of the Company;
 - 7.3 Election of Mr. Hu Zaixin as a non-executive Director of the Company;
 - 7.4 Election of Mr. Huang Hai as a non-executive Director of the Company;

NOTICE OF THE 2022 ANNUAL GENERAL MEETING

- 7.5 Election of Mr. Wang Xiaojun as an independent non-executive Director of the Company, and to authorise the Board to determine his remuneration;
 - 7.6 Election of Ms. Tan Yan as an independent non-executive Director of the Company, and to authorise the Board to determine her remuneration;
 - 7.7 Election of Mr. Zhang Liqing as an independent non-executive Director of the Company, and to authorise the Board to determine his remuneration.
8. To consider and approve the election of the new session of the Supervisory Committee:
 - 8.1 Election of Ms. Liao Moqiong as a Shareholder representative Supervisor of the Company, and to authorise the Supervisory Committee to determine her remuneration;
 - 8.2 Election of Mr. Yang Haibo as a Shareholder representative Supervisor of the Company.
 9. To consider and approve the adjustments to the remuneration of independent non-executive Directors.

SPECIAL RESOLUTIONS

10. To consider and approve the grant of the General Mandate to the Board to issue Shares (details of the resolutions are set out in the Circular).
11. To consider and approve the amendments to the Articles of Association.

By Order of the Board
POLY PROPERTY SERVICES CO., LTD.
Wu Lanyu
Chairman of the Board and Executive Director

Guangzhou, the PRC, 26 April 2023

As at the date of this notice, the executive Director of the Company is Ms. Wu Lanyu; the non-executive Directors of the Company are Mr. Liu Ping and Mr. Hu Zaixin and Mr. Huang Hai; and the independent non-executive Directors of the Company are Mr. Wang Xiaojun, Ms. Tan Yan and Mr. Zhang Liqing.

NOTICE OF THE 2022 ANNUAL GENERAL MEETING

Notes:

1. All resolutions at the AGM will be taken by poll pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules"). The results of the poll will be published on the designated website of The Stock Exchange of Hong Kong Limited (www.hkexnews.hk) and the website of the Company (www.polywuye.com) in accordance with the Listing Rules.
2. All shareholders of the Company are eligible for attending the AGM. Any shareholder of the Company entitled to attend and vote at the AGM convened by the above notice is entitled to appoint a proxy or more than one proxy to attend the AGM and vote instead of him/her. A proxy need not be a shareholder of the Company. If more than one proxy is appointed, the number of shares in respect of which each such proxy so appointed must be specified in the relevant proxy form. Every shareholder of the Company present in person or by proxy shall be entitled to one vote for each share held by him/her.
3. In order to be valid, the proxy form together with the power of attorney or other authority (if any) under which it is signed, or a notarially certified copy thereof, must be completed and returned to (i) the Company's principal place of business in the People's Republic of China (the "PRC") at 48-49/F, Poly Plaza, No. 832 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC (for Domestic shareholders) or (ii) the Company's H Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong (for H shareholders) not less than 24 hours before the time appointed for the AGM. Completion and return of the proxy form will not preclude a shareholder of the Company from attending and voting at the AGM or any adjourned meeting thereof should he/she so wish.
4. For the purpose of determining the shareholders' eligibility to attend and vote at the AGM (and any adjourned meeting thereof), the register of members of the Company will be closed from Friday, 12 May 2023 to Wednesday, 17 May 2023, both days inclusive, during which period no transfer of the shares will be registered. In order for the H Shareholders to qualify for attending and voting at the AGM, all properly completed share transfer forms together with the relevant H share certificates shall be lodged with the Company's H Share Registrar, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong for registration not later than 4:30 p.m. on Thursday, 11 May 2023. Shareholders whose names appear on the register of members of the Company on Wednesday, 17 May 2023 are entitled to attend and vote at the AGM.
5. For the purpose of determining the identity of the Shareholders entitled to the annual dividend in respect of the year ended 31 December 2022, the H Share register of members of the Company will be closed from Monday, 12 June 2023 to Tuesday, 13 June 2023, both days inclusive, during which period no transfer of H Shares will be registered. For entitlement to the above annual dividend, all share certificates together with the share transfer forms shall be lodged with the Company's H Share Registrar in Hong Kong, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong not later than 4:30 p.m. on Friday, 9 June 2023. Shareholders whose names appear on the register of members of the Company on Tuesday, 13 June 2023 are entitled to receive the above proposed annual dividend.
6. The AGM is expected to take no more than half a day. Shareholders of the Company who attend the AGM (in person or by proxy) shall bear their own travelling and accommodation expenses. Shareholders of the Company may contact the Company via telephone at +86 20 8989 9959 and email at stock@polywuye.com for any enquiries in respect of the AGM.