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北京京客隆商業集團股份有限公司

**BEIJING JINGKELONG COMPANY LIMITED\***

*(a joint stock limited company incorporated in the People's Republic of China)*

**(Stock Code: 814)**

## **NOTICE OF 2023 EXTRAORDINARY GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT** the extraordinary general meeting of 北京京客隆商業集團股份有限公司 (Beijing Jingkelong Company Limited\*) (the “**Company**”) for the year 2023 (the “**2023 Extraordinary General Meeting**”) will be held at 9:00 a.m. on Thursday, 24 August 2023 at the Conference Room, 4th Floor, Block No. 45, Xinyuan Street, Chaoyang District, Beijing, the People's Republic of China (the “**PRC**”) for the purpose of considering the following matters. Unless otherwise indicated, capitalized terms used herein shall have the same meaning as those defined in the circular of the company dated 3 August 2023.

### **AS ORDINARY RESOLUTION:**

To consider and approve the appointment of Mr. Kot Man Tat (“**Mr. Kot**”) as an independent non-executive Director of the Company for the term from the conclusion of the 2023 Extraordinary General Meeting to the conclusion of the annual general meeting of the Company for the year ending 31 December 2024.

By Order of the Board  
**Beijing Jingkelong Company Limited**  
**Zhang Liwei**  
*Chairman*

Beijing, the People's Republic of China  
3 August 2023

\* *For identification purposes only*

*Notes:*

- (A) The Company will not process registration of transfers of the H shares of the Company (“**H Shares**”) from Friday, 18 August 2023 to Thursday, 24 August 2023 (both days inclusive). Holders of H Shares whose names appear on the register of H Shares kept at the Company’s H-share Registrar and Transfer Office Computershare Hong Kong Investor Services Limited (“**the Company’s H-Share Registrar**”) at 4:30 p.m., the close of business on Thursday, 17 August 2023 are entitled to attend and vote at the 2023 Extraordinary General Meeting following completion of the registration procedures.

To qualify for attendance and voting at the 2023 Extraordinary General Meeting, documents on transfers of H Shares, accompanied by the relevant share certificates, must be lodged with the Company’s H-Share Registrar, not later than 4:30 p.m. on Thursday, 17 August 2023. The address of the Company’s H-Share Registrar is as follows:

Computershare Hong Kong Investor Services Limited  
Shops 1712-16, 17th Floor, Hopewell Centre  
183 Queen’s Road East  
Wanchai  
Hong Kong

The Company will not process registration of transfers of the domestic shares of the Company (“**Domestic Shares**”) from Friday, 18 August 2023 to Thursday, 24 August 2023 (both days inclusive). Holders of Domestic Shares whose names appear on the register of shareholders of the Company at the close of business of Thursday, 17 August 2023 are entitled to attend and vote at the 2023 Extraordinary General Meeting. Holders of Domestic Shares should contact the secretary to the board (“**Secretary to the Board**”) of directors of the Company for details concerning registration of transfers of Domestic Shares.

The contact details of the Secretary to the Board are as follows:

3rd Floor  
Block No. 45, Xinyuan Street  
Chaoyang District, Beijing  
The People’s Republic of China  
Telephone No.: 86 (10) 6460 3046  
Facsimile No.: 86 (10) 6461 1370

- (B) Each holder of H Shares entitled to attend and vote at the 2023 Extraordinary General Meeting may, by completing the proxy form of the Company, appoint one or more proxies to attend and vote at the 2023 Extraordinary General Meeting on his behalf. A proxy need not be a shareholder of the Company (“**Shareholder**”). With respect to any Shareholder who has appointed more than one proxy, the proxy holders may only vote on a poll.

- (C) Holders of H Shares must use the proxy form of the Company for appointing a proxy and the appointment must be in writing. The proxy form must be signed by the relevant Shareholder or by a person duly authorised by the relevant Shareholder in writing (a “**power of attorney**”). If the proxy form is signed by the person authorised by the relevant Shareholder as aforesaid, the relevant power of attorney and other relevant documents of authorisation (if any) must be notarised. If a corporate Shareholder appoints a person other than its legal representative to attend the 2023 Extraordinary General Meeting on its behalf, the relevant proxy form must be affixed with the company seal/chop of the corporate Shareholder or duly signed by its director or any other person duly authorised by that corporate shareholder as required by the articles of association of the Company.
- (D) To be valid, the proxy form and the relevant notarised power of attorney (if any) and other relevant documents of authorisation (if any) as mentioned in note (C) above must be delivered to the Company’s H-Share Registrar, Computershare Hong Kong Investor Services Limited (address: 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong), not less than 24 hours before the time appointed for the 2023 Extraordinary General Meeting.
- (E) Each holder of Domestic Shares who is entitled to attend and vote at the 2023 Extraordinary General Meeting may also, by completing the proxy form of the Company, appoint one or more proxies to attend and vote at the 2023 Extraordinary General Meeting on his behalf. A proxy need not be a Shareholder. Notes (C) and (D) above also apply to the holders of Domestic Shares, except that, to be valid, the proxy form and the relevant power of attorney (if any) and other relevant documents of authorisation (if any) must be delivered to the Secretary to the Board by personal delivery or by post, not less than 24 hours before the time appointed for the 2023 Extraordinary General Meeting. The address of the Secretary to the Board is stated in note (A) above.
- (F) A Shareholder or his/her proxy should produce proof of identity when attending the 2023 Extraordinary General Meeting. If a corporate Shareholder’s legal representative or any other person authorised by the board of directors or other governing body of such corporate Shareholder attends the 2023 Extraordinary General Meeting, such legal representative or other person shall produce his/her proof of identity, and proof of designation as legal representative and the valid resolution or authorisation document of the board of directors or other governing body of such corporate Shareholder (as the case may be) to prove the identity and authorisation of that legal representative or other person.
- (G) The 2023 Extraordinary General Meeting is expected to last for not more than half a day. Shareholders who attend the 2023 Extraordinary General Meeting shall bear their own travelling and accommodation expenses.

\* *For identification purpose only*

*As at the date of this notice, the executive directors of the Company are Mr. Zhang Liwei, Ms. Wang Hong, Ms. Li Chunyan and Mr. Li Shenlin; the non-executive directors are Mr. Li Jianwen and Ms. Zhang Yan and the independent non-executive directors are Mr. Wang Liping and Mr. Chen Liping.*