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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)**

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

**NOTICE IS HEREBY GIVEN THAT** the second extraordinary general meeting of 2023 (the “**EGM**”) of Poly Property Services Co., Ltd. (the “**Company**”) will be held at 9:30 a.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 Thursday, 28 December 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 11 December 2023 (the “**Circular**”).

### **ORDINARY RESOLUTIONS**

1. To consider and approve the 2024-2026 Non-exempt Framework Agreements and the transactions contemplated thereunder (including the annual caps).
  - 1.1 To consider and approve the 2024-2026 Pre-delivery Services Framework Agreement and the transactions contemplated thereunder (including the annual caps); and
  - 1.2 To consider and approve the 2024-2026 Other Value-added Services Framework Agreement and the transactions contemplated thereunder (including the annual caps).
2. To consider and approve the Renewed Parking Space Agency Framework Agreement and the transactions contemplated thereunder (including the annual caps).

## SPECIAL RESOLUTIONS

3. To consider and approve the change of business scope and amendments to the Articles of Association.
  - 3.1 To consider and approve the change of business scope and the relevant amendment to Article 14 of the Articles of Association; and
  - 3.2 To consider and approve other 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, China, 11 December 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, 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.*

*Notes:*

1. All resolutions at the EGM 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](http://www.hkexnews.hk)) and the website of the Company ([www.polywuye.com](http://www.polywuye.com)) in accordance with the Listing Rules.
2. All shareholders of the Company are eligible for attending the EGM. Any shareholder of the Company entitled to attend and vote at the EGM convened by the above notice is entitled to appoint a proxy or more than one proxy to attend the EGM 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 48-49th Floor, 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 EGM. Completion and return of the proxy form will not preclude a shareholder of the Company from attending and voting at the EGM or any adjourned meeting thereof should he/she so wish.
4. The register of members of the Company will be closed from Thursday, 21 December 2023 to Thursday, 28 December 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 EGM, 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 Wednesday, 20 December 2023. Shareholders whose names appear on the register of members of the Company on Thursday, 28 December 2023 are entitled to attend and vote at the EGM.
5. The EGM is expected to take no more than half a day. Shareholders of the Company who attend the EGM (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](mailto:stock@polywuye.com) for any enquiries in respect of the EGM.