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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 2023 ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT** the 2023 annual general meeting (the “AGM”) of Poly Property Services Co., Ltd. (the “Company”) will be held at 3:00 p.m. on Monday, 27 May 2024 at the Conference Room, 2nd Floor, East Tower, Poly Plaza, No. 832 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC 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 6 May 2024 (the “Circular”).

### **Ordinary Resolutions**

1. To consider and approve the 2023 Report of the Board of Directors.
2. To consider and approve the 2023 Report of the Supervisory Committee.
3. To consider and approve the 2023 Audited Consolidated Financial Statements.
4. To consider and approve the 2023 Annual Report.
5. To consider and approve the profit Distribution Plan for 2023 (the proposal of an annual dividend of RMB0.998 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 2024, 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 amendments to the Rules and Procedures of the Shareholders’ General Meetings.

8. To consider and approve the amendments to the Rules and Procedures of Meetings of the Board of Directors.
9. To consider and approve the amendments to the Rules and Procedures of Meetings of the Supervisory Committee.

### **Special Resolutions**

10. To consider and approve the General Mandate to the Board to Issue Shares (details of the resolution are set out in the Circular).
11. To consider and approve the General Mandate to the Board to Repurchase H Shares (details of the resolution are set out in the Circular).
12. 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, 6 May 2024

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

*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](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 to attend 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 presents 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 Wednesday, 22 May 2024 to Monday, 27 May 2024, 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 Tuesday, 21 May 2024. Shareholders whose names appear on the register of members of the Company on Monday, 27 May 2024 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 2023, the H Share register of members of the Company will be closed from Tuesday, 4 June 2024 to Wednesday, 5 June 2024, 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 Hong Kong H Share Registrar, Tricor Investor Services Limited, at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong not later than 4:30 p.m. on Monday, 3 June 2024. Shareholders whose names appear on the register of members of the Company on Wednesday, 5 June 2024 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 [stock@polywuye.com](mailto:stock@polywuye.com) for any enquiries in respect of the AGM.