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If you are in any doubt as to any aspect of this circular or as to what action to take in relation to this circular, you should consult your stockbroker or other registered dealer in securities, bank manager, solicitor, professional public accountant or other professional adviser.

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) 2021 Report of the Board of Directors**
 - (2) 2021 Report of the Supervisory Committee**
 - (3) 2021 Audited Consolidated Financial Statements**
 - (4) 2021 Annual Report**
 - (5) Profit Distribution Plan for 2021**
 - (6) Re-appointment of Auditors for 2022**
 - (7) General Mandate to the Board to Issue Shares**
- and**
- Notice of the 2021 Annual General Meeting**

A notice convening the AGM of Poly Property Services Co., Ltd. to be held on Wednesday, 8 June 2022, 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.

PRECAUTIONARY MEASURES FOR THE ANNUAL GENERAL MEETING

To safeguard the health and safety of Shareholders and to prevent and control the spread of COVID-19, the Company will take the following precautionary measures at the AGM:

- (1) compulsory temperature checks**
- (2) wearing of face masks throughout the AGM (please bring your own mask)**
- (3) no souvenirs will be distributed and no refreshments will be served**

The attendees shall strictly comply with the rules and requirements of epidemic prevention and control in Guangzhou. To the extent permitted by law, any person who does not comply with the precautionary measures (1) and (2) as set out above and other measures of epidemic prevention and control may be denied entry into the venue of the AGM at the absolute discretion of the Company. Shareholders may appoint the chairman of the meeting as their proxy to vote on the relevant resolutions at the AGM instead of attending the AGM in person.

CONTENTS

| | <i>Page</i> |
|--|-------------|
| PRECAUTIONARY MEASURES FOR THE ANNUAL GENERAL MEETING | 1 |
| DEFINITIONS | 3 |
| LETTER FROM THE BOARD | 6 |
| 1. INTRODUCTION | 6 |
| 2. BUSINESSES TO BE CONSIDERED AT THE AGM | 7 |
| 3. AGM AND PROXY ARRANGEMENT | 12 |
| 4. VOTING BY POLL | 13 |
| 5. RECOMMENDATION | 13 |
| 6. FURTHER INFORMATION | 14 |
| NOTICE OF THE 2021 ANNUAL GENERAL MEETING | AGM-1 |

PRECAUTIONARY MEASURES FOR THE ANNUAL GENERAL MEETING

Having considered the influence of COVID-19 epidemic and the guidelines and requirements for the control of its spread, to safeguard the safety of Shareholders and other attendees, the following precautionary measures will be taken at the AGM by the Company:

- (i) compulsory body temperature checks will be conducted on every attendee at the entrance of the venue of the AGM. Any person with a body temperature of over 37.3 degrees Celsius will be denied entry into the venue of the AGM.
- (ii) all attendees shall bring and wear their own face masks inside the venue of the AGM at all times, and to maintain an appropriate distance between seats.
- (iii) no souvenirs will be distributed and no refreshments will be served at the AGM.

The attendees shall strictly comply with the rules and requirements of epidemic prevention and control in Guangzhou. To the extent permitted by law, any person who does not comply with the precautionary measures (i) to (ii) as set out above and other measures of epidemic prevention and control may be denied entry into the venue of the AGM at the absolute discretion of the Company in order to ensure the safety of the attendees at the AGM.

In the interest of all stakeholders' health and safety, the Company reminds all Shareholders that physical attendance at the AGM is not necessary for the purpose of exercising voting rights. Shareholders, particularly those who are subject to quarantine, are recommended to use a form of proxy with voting instructions inserted to appoint the Chairman of the AGM as their proxy to vote on the relevant resolutions at the AGM instead of attending the AGM in person.

The form of proxy is attached to this circular for Shareholders who opt to receive physical circulars. Alternatively, the form of proxy can be downloaded from the designated website of the Stock Exchange (www.hkexnews.hk) and the "Investor Relations — Announcements and Notices" section of the website of the Company (www.polywuye.com). If you are not a registered Shareholder (if your Shares are held via banks, brokers, custodians or the Hong Kong Securities Clearing Company Limited), you should consult directly with your banks or brokers or custodians (as the case may be) to assist you with the appointment of proxy.

Shareholders are recommended by the Company that physical attendance at the AGM is not necessary. If Shareholders have any questions about the relevant resolutions, or about the Company or any matters for communication with the Board, they are welcome to contact the Company as follows:

Tel: +86 020 8989 9959

Email: stock@polywuye.com

PRECAUTIONARY MEASURES FOR THE ANNUAL GENERAL MEETING

If Shareholders have any questions relating to the AGM, please contact Tricor Investor Services Limited, the share registrar, as follows:

Tricor Investor Services Limited
Level 54, Hopewell Centre
183 Queen's Road East
Hong Kong

E-mail: is-enquiries@hk.tricorglobal.com

Tel: +852 2980 1333

Fax: +852 2810 8185

DEFINITIONS

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

| | |
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| “2021 Annual Report” | the annual report of the Company for the year ended 31 December 2021, which has been published on the designated website of the Stock Exchange (www.hkexnews.hk) and the website of the Company (www.polywuye.com) |
| “2021 Audited Consolidated Financial Statements” | the audited consolidated financial statements of the Group for the year ended 31 December 2021, which is set out in the 2021 Annual Report |
| “2021 Report of the Board of Directors” | the report of the Board for the year ended 31 December 2021, which is set out in the 2021 Annual Report |
| “2021 Report of the Supervisory Committee” | the report of the Supervisory Committee for the year ended 31 December 2021, which is set out in the 2021 Annual Report |
| “AGM” or “Annual General Meeting” | the annual general meeting of the Company to be held on Wednesday, 8 June 2022 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 |
| “BDO” | BDO Limited |
| “BDO China” | BDO China SHU LUN PAN Certified Public Accountants LLP |
| “Board” | the board of Directors |

DEFINITIONS

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|---------------------------|---|
| “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 |
| “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 |

DEFINITIONS

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|---------------------------|---|
| “Hong Kong dollars” | Hong Kong dollars, the lawful currency of Hong Kong |
| “Latest Practicable Date” | 11 May 2022, 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 |
| “RMB” or “Renminbi” | Renminbi, the lawful currency of the PRC |
| “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” | 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 “subsidiary” 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)

Non-executive Directors:

Mr. Huang Hai (*Chairman*)

Mr. Liu Ping

Mr. Hu Zaixin

Executive Director:

Ms. Wu Lanyu

Independent Non-executive Directors:

Mr. Wang Xiaojun

Ms. Tan Yan

Mr. Zhang Liqing

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

Rooms 201–208,

No. 688 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

18 May 2022

To the Shareholders

Dear Sir/Madam,

- (1) 2021 Report of the Board of Directors**
 - (2) 2021 Report of the Supervisory Committee**
 - (3) 2021 Audited Consolidated Financial Statements**
 - (4) 2021 Annual Report**
 - (5) Profit Distribution Plan for 2021**
 - (6) Re-appointment of Auditors for 2022**
 - (7) General Mandate to the Board to Issue Shares**
- and**
- Notice of the 2021 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 2021 Report of the Board of Directors;
- (2) to consider and approve the 2021 Report of the Supervisory Committee;
- (3) to consider and approve the 2021 Audited Consolidated Financial Statements;
- (4) to consider and approve the 2021 Annual Report;
- (5) to consider and approve the profit distribution plan for 2021;
- (6) to consider and approve the re-appointment of auditors for 2022; and

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

- (7) to consider and approve the grant of the General Mandate to the Board to issue Shares.

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 2021 Report of the Board of Directors

The text of the 2021 Report of the Board of Directors is set out in the section headed “Report of the Board of Directors” in the 2021 Annual Report.

The 2021 Report of the Board of Directors was considered and approved by the Board on 15 March 2022 and is hereby proposed at the AGM for consideration and approval.

2.2 To consider and approve the 2021 Report of the Supervisory Committee

The text of the 2021 Report of the Supervisory Committee is set out in the section headed “Report of the Supervisory Committee” in the 2021 Annual Report.

LETTER FROM THE BOARD

The 2021 Report of the Supervisory Committee was considered and approved by the Supervisory Committee on 15 March 2022 and is hereby proposed at the AGM for consideration and approval.

2.3 To consider and approve the 2021 Audited Consolidated Financial Statements

The 2021 Audited Consolidated Financial Statements are set out in the 2021 Annual Report.

The 2021 Audited Consolidated Financial Statements were considered and approved by the Board on 15 March 2022 and are hereby proposed at the AGM for consideration and approval.

2.4 To consider and approve the 2021 Annual Report

The 2021 Annual Report was considered and approved by the Board on 15 March 2022 and is hereby proposed at the AGM for consideration and approval.

2.5 To consider and approve the profit distribution plan for 2021

The profit distribution plan for 2021 was considered and approved by the Board on 15 March 2022, and the Board proposed the distribution of an annual dividend of RMB0.305 per Share (tax inclusive) for the year ended 31 December 2021 (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 Friday, 5 August 2022.

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 Thursday, 7 July 2022. 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 Wednesday, 6 July 2022 to Thursday, 7 July 2022, 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

LETTER FROM THE BOARD

lodged with the Company's H Share Registrar, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong for registration not later than 4:30 p.m. on Tuesday, 5 July 2022.

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 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

LETTER FROM THE BOARD

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.

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)), 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 2022

The term of office of both BDO and BDO China will expire upon the 2021 AGM. In order to maintain the continuity of the work, the Board recommends the re-appointment of BDO and BDO China as the overseas auditor and domestic auditor of the Company for 2022, respectively, for a term until the conclusion of the next annual general meeting.

Such proposal was considered and approved by the Board on 15 March 2022 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 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

LETTER FROM THE BOARD

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.
- (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,

LETTER FROM THE BOARD

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*

- (a) In order to enhance the efficiency of decision-making, reduce internal approval procedures and grasp market opportunities, the General Mandate to issue Shares is proposed to the shareholders' general meeting for approval.
- (b) 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.

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 and return the accompanying proxy form in accordance with the instructions printed thereon. H Shareholders are required to return the proxy form to the Company's H Share Registrar, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong and Domestic Shareholders are required to return the proxy form to the Company's principal place of business in the PRC at Rooms 201-208, No. 688 Yue Jiang Zhong Road, Hai Zhu District, Guangzhou, Guangdong Province, the PRC by personal delivery or by post not less than 24 hours before the time fixed for holding the AGM or any adjourned meeting thereof. 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.

LETTER FROM THE BOARD

For the purpose of determining the shareholders' eligibility to attend and vote at AGM (and any adjourned meeting thereof), the register of members of the Company will be closed from Thursday, 2 June 2022 to Wednesday, 8 June 2022, 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 Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong for registration not later than 4:30 p.m. on Wednesday, 1 June 2022. Shareholders whose names appear on the register of members of the Company on Wednesday, 8 June 2022 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 2021, the H Share register of members of the Company will be closed from Wednesday, 6 July 2022 to Thursday, 7 July 2022, 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 Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong not later than 4:30 p.m. on Tuesday, 5 July 2022. Shareholders whose names appear on the register of members of the Company on Thursday, 7 July 2022 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.

LETTER FROM THE BOARD

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.

Huang Hai

Chairman of the Board and Non-executive Director

NOTICE OF THE 2021 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 2021 ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 2021 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, 8 June 2022 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 18 May 2022 (the “Circular”).

ORDINARY RESOLUTIONS

1. To consider and approve the 2021 Report of the Board of Directors.
2. To consider and approve the 2021 Report of the Supervisory Committee.
3. To consider and approve the 2021 Audited Consolidated Financial Statements.
4. To consider and approve the 2021 Annual Report.
5. To consider and approve the profit distribution plan for 2021 (the proposal of an annual dividend of RMB0.305 per Share (tax inclusive)).
6. To consider and approve the re-appointment of BDO Limited and BDO China SHU LUN PAN Certified Public Accountants LLP as the overseas auditor and domestic auditor of the Company for 2022, 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.

NOTICE OF THE 2021 ANNUAL GENERAL MEETING

SPECIAL RESOLUTION

7. 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.

By Order of the Board

POLY PROPERTY SERVICES CO., LTD.

Huang Hai

Chairman of the Board and Non-executive Director

Guangzhou, the PRC, 18 May 2022

As at the date of this notice, the non-executive Directors of the Company are Mr. Huang Hai, Mr. Liu Ping and Mr. Hu Zaixin; the executive Director is Ms. Wu Lanyu; 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) 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 Rooms 201–208, No. 688 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 Level 54, Hopewell Centre, 183 Queen’s Road East, 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 Thursday, 2 June 2022 to Wednesday, 8 June 2022, 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 Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong for registration not later than 4:30 p.m. on Wednesday, 1 June 2022. Shareholders whose names appear on the register of members of the Company on Wednesday, 8 June 2022 are entitled to attend and vote at the AGM.

NOTICE OF THE 2021 ANNUAL GENERAL MEETING

5. For the purpose of determining the identity of the Shareholders entitled to the annual dividend in respect of the year ended 31 December 2021, the H Share register of members of the Company will be closed from Wednesday, 6 July 2022 to Thursday, 7 July 2022, 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 Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong not later than 4:30 p.m. on Tuesday, 5 July 2022. Shareholders whose names appear on the register of members of the Company on Thursday, 7 July 2022 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.