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中關村科技租賃股份有限公司  
**ZHONGGUANCUN SCIENCE-TECH LEASING CO., LTD.**

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

**(Stock Code: 1601)**

**NOTICE OF 2023 FIRST DOMESTIC SHARE CLASS MEETING**

**NOTICE IS HEREBY GIVEN** that 2023 first domestic share class meeting (the “**Domestic Share Class Meeting**”) of Zhongguancun Science-Tech Leasing Co., Ltd. (the “**Company**”) will be held on Friday, June 16, 2023 at 4:00 p.m. (or immediately after the conclusion of 2022 annual general meeting of the Company to be held on the same date or any adjournment thereof) (whichever is later) at Conference Room 617, Floor 6, Suite 7, Courtyard 2, No. 1 West Third Ring North Road, Haidian District, Beijing, the People's Republic of China (the “**PRC**” or “**China**”), for the purposes of considering and, if thought fit, passing the following resolution:

**SPECIAL RESOLUTION**

1. To consider and approve general mandate to repurchase H shares of the Company.

By order of the Board  
**Zhongguancun Science-Tech Leasing Co., Ltd.**  
**ZHANG Shuqing**  
*Chairman*

Beijing, the PRC, April 28, 2023

Notes:

## **1. CLOSURES OF REGISTER OF MEMBERS**

For determining the entitlement to attend and vote at the Domestic Share Class Meeting, the domestic share register of members of the Company will be closed from Monday, June 12, 2023 to Friday, June 16, 2023, both dates inclusive, during which period no transfer of domestic shares will be registered. In order to be eligible to attend and vote at the Domestic Share Class Meeting, all domestic share transfer documents accompanied by the relevant domestic share certificates must be lodged with the Company's headquarters and principal place of business in China at Floor 6, Suite 7, Courtyard 2, No. 1 West Third Ring North Road, Haidian District, Beijing, the PRC not later than 4:30 p.m. on Friday, June 9, 2023, for registration.

## **2. PROXY**

Domestic shareholders entitled to attend and vote at the Domestic Share Class Meeting may appoint one or more proxies to attend and vote in their stand. A proxy need not be a domestic shareholder of the Company.

The instrument appointing a proxy must be in writing under the hand of a domestic shareholder or his/her attorney duly authorised in writing. If the domestic shareholder is a corporate body, the form of proxy must be either executed under its common seal or under the hand of its legal representative(s) or director(s) or duly authorised attorney(s). If the form of proxy is signed by an attorney of the domestic shareholder, the power of attorney authorising that attorney to sign or other authorisation documents must be notarised.

The form of proxy together with the power of attorney or other authorisation documents (if any) must be lodged at the Company's headquarters and principal place of business in China at Floor 6, Suite 7, Courtyard 2, No. 1 West Third Ring North Road, Haidian District, Beijing, the PRC in person or by post not less than 24 hours before the time fixed for holding the Domestic Share Class Meeting (i.e. before 4:00 p.m. on Thursday, June 15, 2023) or any adjournment thereof (as the case may be). Domestic shareholders can still attend and vote in person at the Domestic Share Class Meeting upon completion and return of the form of proxy.

## **3. CONTACT DETAILS OF THE COMPANY**

Contact Address: Floor 6, Suite 7, Courtyard 2, No. 1 West Third Ring North Road, Haidian District, Beijing, the PRC  
Contact Person: HE Rongfeng/HUANG Wen  
Contact Telephone: (86) 010 8345 3806/(86) 010 8345 3805  
Contact Fax: (86) 010 8345 3809

## **4. VOTING BY POLL**

According to Rule 13.39(4) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, any vote of domestic shareholders at the Domestic Share Class Meeting must be taken by poll.

## **5. OTHER BUSINESS**

The Domestic Share Class Meeting is expected to last for approximately half a day. Domestic shareholders (in person or by proxy) attending the Domestic Share Class Meeting are responsible for their own transportation and accommodation expenses.

Domestic shareholders or their proxies attending the Domestic Share Class Meeting shall produce their identity documents.

The details about the aforesaid resolution proposed at the Domestic Share Class Meeting are set out in the circular of the Company dated April 28, 2023.

*As at the date of this notice, the Board comprises Mr. HE Rongfeng and Mr. HUANG Wen as executive Directors, Mr. ZHANG Shuqing, Mr. LOU Yixiang and Mr. DU Yunchao as non-executive Directors, and Mr. CHENG Dongyue, Mr. WU Tak Lung and Ms. LIN Zhen as independent non-executive Directors.*