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**THIS CIRCULAR IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION**

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**If you are in any doubt** as to any aspect of this circular or as to the action you should take, you should consult your licensed securities dealer or registered institution in securities, bank manager, solicitor, professional accountant or other professional adviser.

**If you have sold all or transferred** all your shares in **Capinfo Company Limited\***, you should at once hand this circular and the accompanying proxy form to the purchaser or to the transferee, or to the bank, licensed securities dealer or registered institution in securities through whom the sale was effected for transmission to the purchaser or the transferee.

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**CAPINFO**  
**CAPINFO COMPANY LIMITED\***  
**首都信息發展股份有限公司**

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

**(Stock Code: 1075)**

**PROPOSED ELECTION OF EXECUTIVE DIRECTOR  
AND  
NOTICE OF EXTRAORDINARY GENERAL MEETING**

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A notice convening the extraordinary general meeting of Capinfo Company Limited to be held at Conference Room, 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the People's Republic of China on Monday, 11 October 2021 at 10:00 a.m. is set out on pages 6 to 7 of this circular.

Whether you intend to attend the meeting or not, you are requested to complete and return the accompanying proxy form in accordance with the instructions set out therein to the Company's principal place of business in the People's Republic of China at 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the People's Republic of China (in the case of proxy form of holder of Domestic Shares) or to the Company's H shares registrar and transfer office in Hong Kong, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (in the case of proxy form of holders of H Shares) as soon as possible and in any event not less than 24 hours before the time appointed for holding the meeting (i.e. not later than 9 October 2021 at 10:00 a.m. (Hong Kong time)). Completion and return of the proxy form will not preclude you from attending and voting at the meeting should you so wish.

17 September 2021

\* *For identification purpose only*

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## DEFINITIONS

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*In this circular, unless the context otherwise requires, the terms below shall have the following meanings when used herein:*

“Articles of Association”	the articles of association of the Company as amended from time to time
“Board”	the board of Directors
“Company”	首都信息發展股份有限公司 (Capinfo Company Limited), a joint stock limited company incorporated in the PRC, the H Shares of which are listed on the Main Board of the Stock Exchange
“Director(s)”	the director(s) of the Company
“EGM”	the extraordinary general meeting of the Company to be held on 11 October 2021, at 10:00 a.m. at Conference Room, 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the PRC
“Group”	the Company and its subsidiaries
“Hong Kong”	the Hong Kong Special Administrative Region of the PRC
“H Share(s)”	overseas listed foreign share(s) of RMB0.10 each in the share capital of the Company
“Latest Practicable Date”	10 September 2021, being the latest practicable date prior to printing of this circular for the purpose of ascertaining certain information for inclusion in this circular
“Listing Rules”	the Rules Governing the Listing of Securities on the Stock Exchange
“Notice of EGM”	notice of convening the EGM dated 17 September 2021 as set out on pages 6 to 7 in this circular
“PRC”	the People’s Republic of China
“SFO”	the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong), as amended, supplemented or modified from time to time
“Share(s)”	collectively, domestic Shares and H Shares and (where applicable) any other foreign shares of the Company
“Shareholder(s)”	holder(s) of the Share(s)



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LETTER FROM THE BOARD

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**CAPINFO**  
**CAPINFO COMPANY LIMITED\***  
**首都信息發展股份有限公司**

*(a joint stock limited company incorporated in the People's Republic of China with limited liability)*  
**(Stock Code: 1075)**

*Executive Directors:*

Mr. Yu Donghui (*Chairman*)

Mr. Zong Zhaoxing

*Non-executive Directors:*

Mr. Zhou Weihua

Mr. Shan Yuhu

Ms. Yan Yi

Ms. Liang Yi

Mr. Feng Jianxun

*Independent non-executive Directors:*

Mr. Gong Zhiqiang

Mr. Cheung, Wai Hung Boswell

Mr. Su Zhongxing

Mr. Yang Xiaohui

*Registered office:*

No.11 Xi San Huan Zhong Road

Haidian District

Beijing 100036

The PRC

*Principal place of business in Hong Kong:*

25th Floor

Neich Tower

128 Gloucester Road

Wanchai

Hong Kong

*Principal place of business in the PRC:*

5th Floor

Longfu Mansion

No.95 Longfusi Street

Dongcheng District

Beijing 100010

The PRC

*To the Shareholders*

Dear Sir or Madam,

**PROPOSED ELECTION OF EXECUTIVE DIRECTOR  
AND  
NOTICE OF EXTRAORDINARY GENERAL MEETING**

**1. INTRODUCTION**

Reference is made to the announcement of the Company dated 10 September 2021 regarding, among others, the change of executive Director. The purpose of this circular is to provide you with information regarding the proposed election of executive Director and to seek your approval of the ordinary resolution relating to this matter at the EGM.

\* For identification purpose only

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## LETTER FROM THE BOARD

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### 2. PROPOSED ELECTION OF EXECUTIVE DIRECTOR

As recommended by the Nomination Committee of the Company, the Board nominates Mr. Zhang Yiqian (“**Mr. Zhang**”) as candidate for election as executive Director (the “**Executive Director**”). Mr. Zhang has given written notice to the Company indicating that he is willing to accept the nomination and election. Therefore, the Board proposes to present resolution at the EGM to elect Mr. Zhang as executive Director. The term of office of Mr. Zhang shall commence from the conclusion of the EGM to the expiration date of the term of the eighth session of the Board.

The biographical details of Mr. Zhang are set out as follows:

Mr. Zhang Yiqian (張益謙), aged 42, appointed as general manager of the Company on 10 September 2021. He previously acted as sales representative of Capinfo Company Limited, sales representative, general manager of governmental and public services department, director of customer center, director of sales center, company director and deputy general manager of Beijing Certificate Authority Co., Ltd. (a company listed on the Shenzhen Stock Exchange, Stock Code 300579) since 2000. Mr. Zhang graduated from Beihang University in 2012 with major in software engineering and obtained a master’s degree in engineering. Save as disclosed above, Mr. Zhang did not hold any position in the Company or other members of the Group nor did he hold any directorship in any other listed public companies in the past three years.

Under an authorisation to be given by the Shareholders at the EGM, the Company will enter into a service contract with Mr. Zhang. Mr. Zhang’s office as the Executive Director shall remain effective up to the expiration date of the term of the eighth session of the Board, and is subject to retirement or re-election in accordance with the Articles of Association. Mr. Zhang will not receive any director’s fee from the Company in respect of his office as Director, if being appointed.

As at the Latest Practicable Date, Mr. Zhang does not have any interest in the Shares or underlying Shares within the meaning of Part XV of SFO. Save as disclosed above, Mr. Zhang is not connected with any Directors, supervisors, senior management, substantial Shareholders or controlling Shareholders of the Company.

Save as disclosed above, there are no other matters relating to his election that need to be brought to the attention of the Shareholders and there is no information required to be disclosed pursuant to any of the requirements of Rule 13.51(2) of the Listing Rules.

### 3. EXTRAORDINARY GENERAL MEETING

The EGM is scheduled to be held at Conference Room, 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the PRC at 10:00 a.m. on Monday, 11 October 2021. The proxy form for use at the EGM is enclosed with this circular.

Whether you intend to attend the EGM or not, you are requested to complete and return the accompanying proxy form in accordance with the instructions set out therein to the Company’s principal place of business in the PRC at 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the PRC (in the case of proxy form of holder of Domestic Shares) or to the Company’s H shares

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## LETTER FROM THE BOARD

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registrar and transfer office in Hong Kong, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (in the case of proxy form of holders of H Shares) as soon as possible and in any event not less than 24 hours before the time appointed for holding the EGM (i.e. not later than 9 October 2021 at 10:00 a.m. (Hong Kong time)). Completion and return of the proxy forms will not preclude you from attending and voting in person at the EGM should you so wish.

#### 4. VOTING BY WAY OF POLL

In accordance with the requirement of Rule 13.39(4) of the Listing Rules, all votes at the EGM will be taken by poll except where the chairman, in good faith, decides to allow a resolution which relates purely to a procedural or administrative matter to be voted on by a show of hands. 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 Directors believe that the election of Mr. Zhang as Executive Director, to authorize the Board to enter into service contract with him are in the best interest of the Company and its Shareholders as a whole. Therefore, the Directors recommend all the Shareholders to vote for the relevant resolution set out in the notice of EGM.

Yours faithfully,  
By Order of the Board  
**CAPINFO COMPANY LIMITED\***  
**首都信息發展股份有限公司**  
**Yu Donghui**  
*Chairman*

Beijing, the PRC, 17 September 2021

\* *For identification purpose only*

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## NOTICE OF EXTRAORDINARY GENERAL MEETING

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# CAPINFO

## CAPINFO COMPANY LIMITED\*

### 首都信息發展股份有限公司

*(a joint stock limited company incorporated in the People's Republic of China with limited liability)*  
(Stock Code: 1075)

## NOTICE OF EXTRAORDINARY GENERAL MEETING

**NOTICE IS HEREBY GIVEN THAT** the extraordinary general meeting (the “EGM”) of Capinfo Company Limited (the “Company”) will be held at Conference Room, 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the People’s Republic of China on Monday, 11 October 2021 at 10:00 a.m. for the following purposes:

### ORDINARY RESOLUTION

1. To consider and approve the election of Mr. Zhang Yiqian as executive director of the eighth session of the Board of the Company, to authorize the Board to enter into service contract with him pursuant to such terms and conditions as the Board shall think fit and to do all such acts and things to give effect to such matters.

By order of the Board of Directors  
**CAPINFO COMPANY LIMITED\***  
**Yu Donghui**  
*Chairman*

Beijing, the People’s Republic of China, 17 September 2021

#### *Notes:*

1. The register of shareholders of the Company will be closed from Wednesday, 6 October 2021 to Monday, 11 October 2021 (both days inclusive), during which period no transfer of the Company’s shares will be registered. In order to be entitled to attend and vote at the EGM, all completed transfer documents accompanied by the relevant share certificates must be lodged with the Company’s H share registrar and transfer office in Hong Kong, Hong Kong Registrars Limited at Shops 1712-1716, 17th Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong (applicable for H shares) or the office of the Company at 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the People’s Republic of China (applicable for domestic shares) not later than 4:30 p.m. on Tuesday, 5 October 2021.
2. Any shareholder of the Company entitled to attend and vote at the EGM mentioned above is entitled to appoint one or more proxies to attend and vote at the EGM on his/her/its behalf. A proxy need not be a shareholder of the Company.
3. A proxy form of the EGM is enclosed. In order to be valid, the proxy form must be under the hand of the appointor or his/her/its attorney duly authorized in writing or, in the case of a corporation, must be either under its common seal or under the hand of the director or attorney duly authorized.

\* For identification purpose only



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## NOTICE OF EXTRAORDINARY GENERAL MEETING

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4. The proxy form should be delivered to the Company's H shares registrar and transfer office in Hong Kong, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (in the case of H shares) or the office of the Company at 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the People's Republic of China (in the case of domestic shares) not less than 24 hours before the time appointed for holding of the EGM (i.e. not later than 9 October 2021 at 10:00 a.m. (Hong Kong time)) or any adjournment thereof.
5. In accordance with the requirement of the articles of association of the Company, all votes at the EGM will be taken by poll and the Company will announce the results of the poll in the manner prescribed under Rule 13.39(5) of the Listing Rules.
6. As at the date of this notice, the executive directors of the Company are Mr. Yu Donghui and Mr. Zong Zhaoxing; the non-executive directors of the Company are Mr. Zhou Weihua, Mr. Shan Yuhu, Ms. Yan Yi, Ms. Liang Yi and Mr. Feng Jianxun; and the independent non-executive directors of the Company are Mr. Gong Zhiqiang, Mr. Cheung, Wai Hung Boswell, Mr. Su Zhongxing and Mr. Yang Xiaohui.