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北京首都國際機場股份有限公司

Beijing Capital International Airport Co., Ltd.

(a sino-foreign joint stock limited company incorporated in the People's Republic of China)

(Stock Code: 00694)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the annual general meeting (the “**AGM**”) of Beijing Capital International Airport Company Limited (the “**Company**”) will be held at 9:00 a.m. on Thursday, 23 June 2022 at the Conference Room, Room 112, the Office Building of the Company, No. 9 Siwei Road, Capital Airport, Beijing, the People’s Republic of China (“**PRC**”) for the following purposes:

ORDINARY RESOLUTIONS

1. To consider and approve the report of the Board of Directors of the Company (the “**Board**”) for the year ended 31 December 2021.
2. To consider and approve the report of the Supervisory Committee of the Company for the year ended 31 December 2021.
3. To consider and approve the audited Financial Statements and the Independent Auditor’s Report for the year ended 31 December 2021.
4. To consider and approve the profit distribution proposal of the Company (i.e no dividend being proposed) for the year ended 31 December 2021.
5. To consider and approve the re-appointment of PricewaterhouseCoopers Zhong Tian LLP and PricewaterhouseCoopers, as the Company’s PRC and international auditors, respectively, for the year ending 31 December 2022 and the granting of the authorisation to the Board to determine their remuneration.

By the order of the Board

Meng Xianwei

Secretary to the Board

6 May 2022

Beijing, the PRC

As at the date of this notice, the directors of the Company are:

Executive directors: Mr. Wang Changyi, Mr. Han Zhiliang and Mr. Zhang Guoliang

Non-executive directors: Mr. Gao Shiqing, Mr. Jia Jianqing and Mr. Song Kun

Independent non-executive directors: Mr. Jiang Ruiming, Mr. Liu Guibin, Mr. Zhang Jiali and Mr. Stanley Hui Hon-chung

A notice containing details of the matter is available for viewing on the website of Hong Kong Exchanges and Clearing Limited at <http://www.hkexnews.com.hk> under “Latest Listed Company Information”, the website of the Company at <http://www.bcia.com.cn> and the website of Irasia.com at <http://www.irasia.com/listco/hk/bcia>.

Notes:

- (i) Any shareholder entitled to attend and vote at the AGM may appoint one or more proxies to attend and vote at the AGM on his/her behalf in accordance with the Company’s Articles of Association. A proxy needs not be a shareholder of the Company.

If more than one proxy is appointed, such proxies may only exercise their voting right at poll.

- (ii) The instrument appointing a proxy must be in writing under the hand of his appointer or his attorney duly authorised in writing. If the instrument appointing a proxy is signed by other person authorised by the appointer, the power of attorney or other authority must be notarially certified. If the appointer is a legal person, then the instrument shall be signed under a legal person seal or signed by its director or an attorney duly authorised in writing. To be valid, the notarially certified power of attorney or other documents of authorisation and the form of proxy must be delivered to the Company’s H-share registrar: Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong, not less than 24 hours before the time appointed for the holding of the AGM.
- (iii) Shareholders or their proxies shall produce their identity documents when attending the AGM.
- (iv) The register of members of the Company will be temporarily closed from Tuesday, 24 May 2022 to Thursday, 23 June 2022 (both days inclusive), during which period no transfer of shares of the Company will be registered. Shareholders of the Company whose names appear on the register of members of the Company on Thursday, 23 June 2022 are entitled to attend and vote at the AGM.

In order to qualify for the entitlement to attend and vote at the AGM, holders of H-shares whose transfers have not been registered shall deposit the transfer documents together with the relevant share certificates at the Company’s H-share registrar, Hong Kong Registrars Limited at Shops 1712-1716, 17/F, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong on or before 4:30 p.m. on Monday, 23 May 2022.

- (v) Holders of H-shares of the Company who intend to attend the AGM are requested to deliver the reply slip to the Company’s H-share registrar, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong (facsimile no.: 852-2865 0990), on or before Thursday, 2 June 2022. The reply slip may be delivered in person, by post or by facsimile.
- (vi) The AGM is expected to last for less than half a day. Shareholders or their proxies attending the AGM shall be responsible for their own travelling and accommodation expenses.