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

(Stock Code: 00694)

## NOTICE OF EXTRAORDINARY GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the extraordinary general meeting (the "**EGM**") of Beijing Capital International Airport Company Limited (the "**Company**") will be held at 9:00 a.m. on Thursday, 28 December 2023 at the Conference Room, Room 112, the Office Building of the Company, No. 9 Siwei Road, Capital Airport, Beijing, the PRC for the following purpose:

## SPECIAL RESOLUTION

1. To consider and approve the proposed amendments to the Articles of Association of the Company (*Note i*).

By Order of the Board

Li Bo

Secretary to the Board

2 November 2023 Beijing, the PRC

## Notes:

- (i) For details of the proposed amendments to the articles of association of the Company (the "Articles of Association"), please refer to the circular of the Company dated 2 November 2023.
- (ii) Any shareholder entitled to attend and vote at the EGM may appoint one or more proxies to attend and vote at the EGM 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.
- (iii) The instrument appointing a proxy must be in writing under the hand of his appointor or his attorney duly authorised in writing. If the instrument appointing a proxy is signed by other person authorised by the appointor, the power of attorney or other authority must be notarised. If the appointor 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 relevant notarised power of attorney or other relevant documents of authorisation and the form of proxy must be delivered to 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, not less than 24 hours before the time appointed for the holding of the EGM.

- (iv) Shareholders or their proxies shall produce their identity documents when attending the EGM.
- (v) The register of members of the Company will be temporarily closed from Wednesday, 29 November 2023 to Thursday, 28 December 2023 (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, 28 December 2023 are entitled to attend and vote at the EGM.

In order to qualify for the entitlement to attend and vote at the EGM, 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 Tuesday, 28 November 2023.

- (vi) Holders of H Shares of the Company who intend to attend the EGM are requested to deliver the reply slip to 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 (facsimile no.: 852-2865 0990), on or before Thursday, 7 December 2023. The reply slip may be delivered in person, by post or by facsimile.
- (vii) The EGM is expected to last for less than half a day. Shareholders or their proxies attending the EGM shall be responsible for their own travelling and accommodation expenses.
- (viii) Unless the context otherwise requires, capitalised terms used in this notice shall have the same meanings defined in the circular of the Company dated 2 November 2023.

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

Executive Directors: Mr. Wang Changyi and Mr. Han Zhiliang

Non-executive Directors: Mr. Jia Jianging, Mr. Song Kun and Mr. Du Qiang

Independent non-executive Mr. Zhang Jiali, Mr. Stanley Hui Hon-chung, Mr. Wang Huacheng

Directors: and Ms. Duan Donghui

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.hk under "Latest Listed Company Information" and the website of the Company at http://www.bcia.com.cn.