



北京首都國際機場股份有限公司

Beijing Capital International Airport Co., Ltd.

(於中華人民共和國註冊成立之外商投資股份有限公司)
(a sino – foreign joint stock limited company incorporated in the People's Republic of China)

(股份代號: 00694)
(Stock Code: 00694)

Dear Investor ^(Note),

Beijing Capital International Airport Company Limited (the “Company”) Notice of publication of AGM Notice (the “Current Corporate Communication”)

We are pleased to inform you that the English and Chinese versions of the Current Corporate Communication are now available on the Company's website at www.bcia.com.cn. You may access the Current Corporate Communication by clicking “General Meeting” under “Investor Relations” on the homepage of the Company's website.

If you want to receive a printed copy of the Current Corporate Communication, please complete the request form (the “Request Form”) on the reverse side and send it to the Company c/o the Company's Share Registrar, Hong Kong Registrars Limited, by post using the mailing label at the bottom of the Request Form (no stamp is needed if posted in Hong Kong). The address of the Company's Share Registrar is 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. You may also send an email with a scanned copy of the Request Form to bcia@computershare.com.hk.

If you have any queries about how to obtain a copy of the Current Corporate Communication or how to access the Current Corporate Communication on the Company's website, please call the hotline of the Company's Share Registrar at (852) 2862 8688 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding public holidays).

For and on behalf of
Beijing Capital International Airport Company Limited

11 May 2018

Note: This notification letter is being sent to the non-registered holders of the shares of the Company, whose shares are held in Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Corporate Communication. If you have sold or transferred your shares in the Company, please disregard this notification letter and the Request Form enclosed.

致投資者^(附註):

北京首都國際機場股份有限公司「本公司」 股東周年大會通告（「本次公司通訊文件」）之發佈通知

本公司欣然知會閣下本公司之本次公司通訊文件之中、英文版本現已登載於本公司網站（www.bcia.com.cn）。閣下可於本公司網址首頁點擊「投資者關係」一欄下的「股東大會」，即可下載及瀏覽本次公司通訊文件。

倘閣下欲收取本次公司通訊文件之印刷本，請填妥在本函背面的申請表格（「申請表格」），並使用申請表格下方的郵寄標籤寄回本公司之股份過戶登記處，香港證券登記有限公司（如在香港投寄則須貼上郵票），地址為香港灣仔皇后大道東183號合和中心17M樓。閣下亦可把已填妥之申請表格的掃描副本電郵到bcia@computershare.com.hk。

倘閣下對於如何索取本次公司通訊文件或如何在本公司網站上閱覽本次公司通訊文件有任何疑問，請於營業時間內（星期一至星期五，上午九時至下午六時，公眾假期除外）致電本公司股份過戶登記處熱線(852) 2862 8688查詢。

北京首都國際機場股份有限公司
謹啟

二零一八年五月十一日

附註：本通知函件收件對象為本公司非登記股份持有人。該等人士的股份存放於中央結算及交收系統（中央結算系統）及他們已經通過香港中央結算有限公司通知本公司，希望收到公司通訊。如果閣下已出售或轉讓所持有的本公司股份，則無需理會本通知函件及所附申請表格。

**Request Form 申請表格**

To: Beijing Capital International Airport Company Limited
("Company") (Stock Code: 00694)
c/o Hong Kong Registrars Limited
17M Floor, Hopewell Centre,
183 Queen's Road East,
Wanchai, Hong Kong

致: 北京首都國際機場股份有限公司
(「公司」) (股份代號: 00694)
經香港證券登記有限公司
香港灣仔皇后大道東 183 號
合和中心 17M 樓

I/We would like to receive a printed copy of the **AGM Notice** of the Company as indicated below:
本人 / 我們希望以下列方式收取貴公司**股東周年大會通告**之印刷本:

(Please mark **ONLY ONE (X)** of the following boxes)
(請從下列選擇中, 僅在其中一個空格內劃上「X」號)

- I/We would like to receive a printed copy in English.
本人 / 我們希望收取一份英文印刷本。
- I/We would like to receive a printed copy in Chinese.
本人 / 我們希望收取一份中文印刷本。
- I/We would like to receive both the printed English and Chinese copies.
本人 / 我們希望收取英文和中文各一份印刷本。

Signature
簽名

Contact telephone number
聯絡電話號碼

Date
日期

Notes 附註:

- This Request Form is to be completed by the non-registered holders of the shares of the Company, whose shares are held in Central Clearing and Settlement System (CCASS) and who have notified the Company through Hong Kong Securities Clearing Company Limited that they wish to receive the Corporate Communication. Please complete all your details clearly. 本申請表格應由本公司非登記股份持有人填寫。該等人士的股份存放於中央結算及交收系統(中央結算系統)並他們已經通過香港中央結算有限公司通知本公司, 希望收到公司通訊。請 閣下清楚填妥所有資料。
- Any form with more than one box marked (X), with no box marked (X), with no signature or otherwise incorrectly completed will be void. 如在本表格作出超過一項選擇、或未有作出選擇、或未有簽署、或在其他方面填寫不正確, 則本表格將會作廢。
- For the avoidance of doubt, we do not accept any special instructions written on this Request Form. 為免存疑, 任何在本申請表格上的額外手寫指示, 本公司將不予處理。

**郵寄標籤 MAILING LABEL**

閣下寄回此回條時, 請將郵寄標籤剪貼於信封上。
如在本港投寄毋須貼上郵票。
Please cut the mailing label and stick this on the envelope
to return this Reply Form to us.
No postage stamp necessary if posted in Hong Kong.

香港證券登記有限公司
Hong Kong Registrars Limited
簡便回郵號碼 Freepost No. 37
香港 Hong Kong

