Beijing Urban Construction Design & Development Group Co., Limited 北京城建設計發展集團股份有限公司

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

(於中華人民共和國註冊成立的股份有限公司)

(Stock Code 股份代號: 1599)

9 February 2024

Dear registered shareholder(s),

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to Rule 2.07A of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited under the expansion of paperless listing regime and electronic dissemination of corporate communications that came into effect on 31 December 2023, Beijing Urban Construction Design & Development Group Co., Limited (the "Company") is writing to inform you that the Company has adopted electronic dissemination of corporate communications (the "Corporate Communications"), which mean any documents issued or to be issued by the Company, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the Company at www.bjucd.com and the HKEXnews website at www.hkexnews.hk in place of printed copies.

Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications^(Note), the Company recommends you to provide your email address by scanning your personalized QR code printed on the reply form on the reverse side (the "**Reply Form**") of this letter. Alternatively, you may complete, sign and return the Reply Form to the Company's H share registrar (the "**H Share Registrar**"), Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive a functional email address in your reply, until such time that the functional email address is provided to the H Share Registrar, the Company will send the Actionable Corporate Communications (Note) in printed form in the future.

If you wish to receive the Corporate Communications in printed form, please complete, sign and return the Reply Form to the H Share Registrar or send an email to bjucd.ecom@computershare.com.hk by specifying your name, address and request to receive the Corporate Communications in printed form. Please note that such instruction shall be valid for one year unless being revoked or superseded (whichever is earlier) starting from the receipt date of your instruction and will expire thereafter.

Should you have any queries relating to this letter, please contact the H Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), from Monday to Friday, excluding public holidays in Hong Kong.

Yours faithfully, By order of the Board Beijing Urban Construction Design & Development Group Co., Limited Pei Hongwei Chairman

Note: Actionable Corporate Communication is any corporate communication that seeks instructions from the Company's securities holders on how they wish to exercise their rights or make an election as the Company's securities holder.

各位登記股東:

以電子方式發佈公司通訊之安排

根據自 2023 年 12 月 31 日起生效的擴大無紙化上市機制及以電子方式發佈公司通訊規定下香港聯合交易所有限公司證券上市規則第 2.07A 條,北京城建設計發展集團股份有限公司(「公司」)謹此通知 閣下,公司已採用以電子方式發佈公司通訊(「公司通訊」)之安排,該公司通訊是指公司發出或將予發出的任何文件,包括但不限於(a)董事報告、年度賬目連同核數師報告副本以及(如適用)財務摘要報告; (b)中期報告及(如適用)中期摘要報告; (c)會議通告; (d)上市文件; (e)通函;及(f)代表委任表格。

請注意,所有未來公司通訊的英文版和中文版將在公司網站 <u>www.bjucd.com</u> 和披露易網站 <u>www.hkexnews.hk</u>上提供,以代替印刷本。

徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊^(確注),公司建議 閣下透過掃描本函背頁之回條(「**回條**」)上列印的 閣下專屬二維碼來提供 閣下的電子郵件地址。 或者, 閣下也可以填妥、簽署回條並交回公司的 H 股股份過戶登記處(「**H 股股份過戶處**」)香港中央證券登記有限公司,地址為香港灣仔皇后大道東 183 號合和中心 17M 樓。

如果公司沒有收到。閣下的有效電子郵件地址,直至 H 股股份過戶處收到。閣下有效的電子郵件地址前,公司未來將以印刷本形式發送可供採取行動的公司通訊(hti)。

若 閣下希望收取公司通訊之印刷版,請填妥及簽署回條並交回 H 股股份過戶處,或發送電子郵件至 bjucd.ecom@computershare.com.hk,並註明 閣下的姓名、地址以及收取公司通訊印刷版的要求。 請注意,收取未來公司通訊印刷版之指示自收取 閣下指示之日起計一年內有效,除非被撤銷或取代(以較早者為準),此後將過期。

如 閣下對本函件有任何疑問,請於辦公時間星期一至星期五(香港公眾假期除外)上午9時正至下午6時正(香港時間)期間致電H股股份過戶處(852)2862 8688 查詢。

承董事會命 北京城建設計發展集團股份有限公司 董事長 **裴宏偉** 謹的

2024年2月9日

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REPLY	FORM	回條
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Computershare Hong Kong Investor Services Limited

(the "H Share Registrar") 17M Floor, Hopewell Centre

183 Queen's Road East, Wanchai, Hong Kong

(Please choose ONLY ONE of the options below) (請從以下選項中只選擇其中一項)

(「H股股份過戶處」) 香港灣仔皇后大道東 183 號 合和中心 17M 樓

香港中央證券登記有限公司

Personalized QR Code 專屬二維碼

Option 1: Provide your email address for receipt of future Actionable Corporate

如選擇了選項 1 , 閣下無須交回本回條。

Communications(Note 3) of the Company via electronic dissemination by scanning

your personalized QR code.

選項1: 掃瞄 閣下專屬二維碼提供 閣下之電子郵件地址,以接收公司通過電子方式發佈 的未來可供採取行動的公司通訊^(附註3)。

You are **NOT required** to return this Reply Form if you choose Option 1.

Option 2:			
Name of securities holder(s) 證券持有人姓名:	Name of the listed company 上市公司名稱:		
	Beijing Urban Construction Design & Development Group Co., Limited 北京城建設計發展集團股份有限公司		
Email address 電郵地址: (Note 3 / 附註3)			
Option 3: I/we hereby request for receipt of Corporate Communications* in printed form and noted that this instruction shall be valid for one year unless being revoked or			
superseded (whichever is earlier) starting from the receipt date of the instruction and will expire thereafter. (Nate 5) (Please mark """ in the below box if applicable)			
<u> 選項3:</u> 本人/吾等現要求收取公司通訊 が刷版・並已知悉本指示自收取指示之日起計一年內有效・除非被撤銷或取代(以較早者為準)・此後將過期。 ^(暦25) (如適用・			

請在以下方格內劃上「✓」號)

Contact number:

□ English Version 英文版 □ Chinese Version 中文版 □ English and Chinese Version 英文版及中文版

簽名: (附註 1) 聯絡電話號碼:

Notes Mar: Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid. 請清楚填妥 閣下之所有資料。如屬聯名股東·則本回條須由所有聯名股東聯合簽署·方為有效。

Signature(s): (Note 1)

- Unless otherwise specified. Corporate Communications refer to any documents issued or to be issued by the Company, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form. 除非另有证明,公司通讯乃括公司登出或辩予登出的任何文件,其中包括但不限於(a)董事報告、年度账目提同核數師報告副本以及(如適用) 射務誘要報告; (b)中期報告及(如適用) 中期需要報告(如適用); (c)章議通告; (d)上市文件;(e)通道;及(f)代表委任表格。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

- "Personal Data" in this statement has the same meaning as "personal data" in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO").
 本聲明中所指的「個人資料」與香港法例第 486 章 《個人資料(私膳)條例》(「《私隱條例》」)中「個人資料」的涵義相同。
 Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Company's electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Company, Your supply of Personal Data to the Company is on a voluntary basis. In case of a failure to provide sufficient information, the Company may not be able to process your instruction and/or request as stated in this Reply Form.
 關下於本回條所提供的個人資料蔣用於(包括但不限於)有關公司以電子方式發佈公司通訊*及款,關下持有的公司證券有關的其他事宜上與 關下整絡。關下是自顧向公司提供個人資料。若 閣下未能提供定夠資料。公司可能無法處理 閣下在本回條上所述的指示及测要求。
 Your Personal Data may be disclosed or transferred by the Company to its subsidiaries, the H Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such

Mailing Label 郵寄標籤

Computershare Hong Kong Investor Services Limited 香港中央證券登記有限公司 Freepost No. 簡便回郵號碼: 37 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us

No postage is necessary if posted in Hong Kong.

Date:

日期:

閣下寄回此回條時・請將郵寄標籤剪貼於信封上 如在香港投寄・ 閣下無需支付郵費或貼上郵票。