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## 北京京城機電股份有限公司

### Beijing Jingcheng Machinery Electric Company Limited

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

**(Stock Code: 0187)**

#### **NOTICE OF THE FIRST H SHARES CLASS MEETING OF 2025**

**NOTICE IS HEREBY GIVEN** that the first H Shares Class Meeting of 2025 (the “**H Shares Class Meeting**”) of Beijing Jingcheng Machinery Electric Company Limited (the “**Company**”) will be convened by the board of directors of the Company (the “**Board**”) and held at No. 6 Rong Chang East Street, Daxing District, Beijing, the PRC, on Monday, 28 April 2025 at 11:00 a.m. for the purpose of considering and, if thought fit, with or without modifications, passing the following resolutions. A combination of on-site voting and internet voting by ways of poll, will be adopted for the H Shares Class Meeting.

Unless the context otherwise requires, capitalised terms used herein shall have the same meanings as those defined in the circular of the Company dated 3 April 2025.

#### **MATTERS TO BE CONSIDERED AT THE H SHARES CLASS MEETING**

##### **Special resolution**

To consider and approve the resolution in relation to the repurchase and cancellation of part of the restricted A Shares granted but subject to lock-up.

#### **ATTENDEES OF THE MEETING AND REGISTRATION METHOD**

- (I) The Directors, supervisors and senior management of the Company.
- (II) Lawyers engaged by the Company.
- (III) The H Shareholders of the Company whose names appear on the register of members of H Shareholders of the Company after the close of business on 22 April 2025 shall have the right to attend the H Shares Class Meeting after completing the necessary registration procedures.

The register of members of the Company will be closed from 23 April 2025 to 28 April 2025 (both days inclusive), during which no H Shares transfer will be registered. For holders of H Shares who intend to attend the H Shares Class Meeting, transfer documents together with the relevant share certificates must be lodged with the H Shares registrar of the Company in Hong Kong, Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong no later than 4:30 p.m. on 22 April 2025.

A corporate Shareholder should attend the meeting by its legal representative or the proxy appointed by the legal representative. A legal representative who attends the meeting should present his or her own identity document, valid documents evidencing his or her capacity as a legal representative and evidence of shareholding. While a proxy is appointed to attend the meeting, the proxy should present his or her identity document, the power of attorney issued in writing by the legal representative of the corporate Shareholder in accordance with the laws and evidence of shareholding.

1. Each Shareholder who is entitled to attend and vote at the H Shares Class Meeting may appoint one or more proxy(ies), who need not be a Shareholder, to attend and vote on his or her behalf at the H Shares Class Meeting.
2. For any Shareholder who appoints more than one proxy, his or her proxies can only exercise the voting right by way of poll.
3. The instrument appointing a proxy must be in writing signed under the hand of the appointer or his or her attorney authorised in writing. If that instrument is signed by an attorney on behalf of the appointer, the power of attorney authorising that attorney to sign, or other authorisation documents, must be notarially certified. To be valid, the notarially certified copy of the power of attorney, or other authorisation documents, together with the form of proxy must be lodged with the H Shares registrar of the Company in Hong Kong, Computershare Hong Kong Investor Services 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 H Shares Class Meeting.

## **OTHER MATTERS**

1. Contact for the meeting

Contact telephone: 86 10 87707288

Fax: 86 10 87707291

Contact person: Board office of the Company

Address: No. 2 Huo Xian Nan San Road, Huo Xian Town,  
Tongzhou District, Beijing, the PRC

Postal Code: 101109

2. The H Shares Class Meeting is expected to last for half a day. The Shareholders attending the meeting should bear their own accommodation and travel expenses.
3. Personnel attending the meeting shall arrive at the venue of the meeting half an hour before the commencement of the meeting and bring along the original identity document, stock account card and power of attorney for verification.

By order of the Board  
**Beijing Jingcheng Machinery Electric Company Limited**  
**Luan Jie**  
*Company Secretary*

Beijing, the PRC  
3 April 2025

*As at the date of this notice, the Board of the Company comprises Mr. Zhang Jiheng as an executive Director, Mr. Li Junjie, Mr. Zhou Yongjun, Mr. Man Huiyong and Ms. Li Chunzhi as non-executive Directors, and Ms. Chen Junping, Mr. Zhao Xuguang, Mr. Liu Jingtai and Mr. Luan Dalong as independent non-executive Directors.*