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## NOTICE OF H SHARES CLASS MEETING

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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 2023

**NOTICE IS HEREBY GIVEN** that the first H Shares Class Meeting of 2023 (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, 13 November 2023 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 25 October 2023.

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

##### Special resolutions

1. To consider and approve the resolution on the proposed adoption of the Restricted Share Incentive Scheme.
2. To consider and approve the resolution on the proposed adoption of the Jingcheng Grant Scheme.
3. To consider and approve the resolution on the proposed adoption of the Jingcheng Management Measures.
4. To consider and approve the resolution on the proposed authorization to the Board to handle the relevant matters related to the Restricted Share Incentive Scheme.

#### ATTENDEES OF THE MEETING AND REGISTRATION METHOD

- (I) Directors, supervisors and senior management of the Company.
- (II) Lawyers engaged by the Company.

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- (III) H Shares holders of the Company whose names appear on the H Shares register of members of the Company at the close of market on 8 November 2023, 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 9 November 2023 to 13 November 2023 (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 8 November 2023.

Corporate shareholder should attend the meeting by its legal representative or the proxy appointed by the legal representative. 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 appointing a proxy 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 EGM.
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 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.

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### 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. 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.

On behalf of the Board of  
**Beijing Jingcheng Machinery Electric Company Limited**  
**Luan Jie**  
*Company Secretary*

Beijing, the PRC  
25 October 2023

*As at the date of this notice, the Board of the Company comprises Mr. Zhang Jiheng as executive director, Mr. Li Junjie, Mr. Wu Yanzhang, Mr. Zhou Yongjun, Mr. Cheng Lei, Mr. Man Huiyong and Ms. Li Chunzhi as non-executive directors, and Mr. Xiong Jianhui, Mr. Zhao Xuguang, Mr. Liu Jingtai and Mr. Luan Dalong as independent non-executive directors.*