



CAPINFO COMPANY LIMITED*

首都信息發展股份有限公司

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

(於中華人民共和國註冊成立之股份有限公司)

(Stock Code 股份代號: 1075)

NOTIFICATION LETTER 通知信函

28 April 2022

Dear Shareholders,

CAPINFO COMPANY LIMITED (the "Company")

— Notice of Publication of 2021 Environmental, Social and Governance Report ("ESG report")

The English and Chinese versions of the Company's ESG report will be available on the Company's website at www.capinfo.com.cn and the HKExnews's website at www.hkexnews.hk on 5 May 2022. You may access the ESG report by clicking "Corporate Responsibilities" on the home page of the Company's website or browsing through the HKExnews's website.

If shareholders have difficulty in gaining access to the ESG report posted on the Company's website and you want to request printed version of the ESG report, please send your written request with signature by mail (for holders of H shares) to the Company's H share registrar and transfer office in Hong Kong, Hong Kong Registrars Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or (for holders of domestic shares) to the Company's office at 5th Floor, Longfu Mansion, No. 95 Longfusi Road, Dongcheng District, Beijing, the People's Republic of China.

Yours faithfully,
For and on behalf of
CAPINFO COMPANY LIMITED*
YU Donghui
Chairman

- (1) This letter is addressed to shareholders and non-registered shareholders ("Non-registered shareholder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS)). If you have sold or transferred your Shares of the Company, please disregard this notification letter.

* For identification purpose only

各位股份持有人：

首都信息發展股份有限公司

— 2021年度環境、社會及管治報告(「ESG報告」)之發佈通知

本公司的ESG報告中、英文版本將於2022年5月5日上載於本公司網站www.capinfo.com.cn及香港交易所披露易網站www.hkexnews.hk，歡迎瀏覽。閣下可於本公司網站主頁按「企業責任」一項或在香港交易所披露易網站瀏覽有關文件。

倘閣下於接收本公司網站上的ESG報告出現困難及欲要求索取ESG報告之印刷本，請呈交已簽署的書面要求至本公司之H股過戶登記處香港證券登記有限公司(H股股東適用)，地址為香港灣仔皇后大道東183號合和中心17M樓；或本公司辦事處(內資股股東適用)，地址為中華人民共和國北京市東城區隆福寺街95號隆福大廈5層。

代表
首都信息發展股份有限公司
董事長
余東輝
謹啟

2022年4月28日

- (1) 此函件乃向本公司之股份持有人及非記名股份持有人(「非記名股份持有人」指其股份存放於中央結算及交收系統的人士或公司)而發出。如果閣下已經出售或轉讓本公司的股份，請毋須理會本通知信函。

* 僅供識別