

## Shareholder information

### Registrars and transfer office

All administrative enquiries relating to shareholdings and requests to receive corporate documents by email should, in the first instance, be directed to the Company's Registrars and clearly state the shareholder's registered address and, if available, the full shareholder reference number. Please write to:

Capita Registrars, The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU  
Telephone 0871 664 0300 from the UK (calls cost 10p per minute plus network extras) and +44 20 8639 3399 from outside the UK (Monday – Friday 9.00 a.m. – 5.30 p.m., UK time). Alternatively you can email them at: [ssd@capitaregistrars.com](mailto:ssd@capitaregistrars.com).

They can help you to:

- check your shareholding;
- register a change of address or name;
- obtain a replacement dividend cheque or tax voucher;
- record the death of a shareholder;
- amalgamate multiple accounts;
- resolve any other question about your shareholding.

### Dividend mandates

If you wish dividends to be paid directly into your bank or building society account, you should contact the Registrars for a dividend mandate form. Dividends paid in this way will be paid through the Bankers Automated Clearing System (BACS). Information about Balfour Beatty's Dividend Reinvestment Plan ("DRIP") can also be obtained from the Registrars.

### Shareholder information on the internet and electronic communications

The Balfour Beatty website at [www.balfourbeatty.com](http://www.balfourbeatty.com) offers shareholders and prospective investors a wealth of information about the Company, its people and businesses and its policies on corporate governance and corporate responsibility. It should be regarded as your first point of reference for information on any of these matters.

In conjunction with Capita Registrars, you can access and manage your shareholdings whenever and wherever you like. By creating a Share Portal account, you are able to access the full range of online services, including the ability to:

- view your holdings and indicative share price and valuation;
- view movements on your holdings and your dividend payment history;
- register a bank mandate to have your dividends paid directly into your bank account;
- change your registered address;
- sign-up to receive e-communications or access the online proxy voting facility;
- download and print shareholder forms.

The Share Portal is easy to use. You can take control of your shareholding and keep your details up to date. Please visit [www.balfourbeatty-shares.com](http://www.balfourbeatty-shares.com). Alternatively, you can email: [shareportal@capita.co.uk](mailto:shareportal@capita.co.uk).

Balfour Beatty actively supports Climate Care, a not-for-profit organisation that funds global sustainable energy and forest restoration projects that reduce greenhouse gases.

As well as cutting greenhouse gasses, Climate Care's projects also help to improve people's standard of living and to protect wildlife habitats. For more information on Climate Care, visit [www.climatecare.org](http://www.climatecare.org).

In support of the Climate Care programme, Balfour Beatty will donate £1 to Climate Care for every shareholder that registers to receive shareholder communications electronically.

### Unsolicited mail

Balfour Beatty is obliged by law to make its share register available on request to other organisations who may then use it as a mailing list. This may result in you receiving unsolicited mail. If you wish to limit the receipt of unsolicited mail, you may do so by writing to the Mailing Preference Service, an independent organisation whose services are free to you. Once your name and address have been added to its records, it will advise the companies and other bodies that support the service that you no longer wish to receive unsolicited mail. If you would like more details, please write to:

Mailing Preference Service, Freepost 29 LON20771, London W1E 0ZT  
or visit the Mailing Preference Service website at [www.mpsonline.org.uk](http://www.mpsonline.org.uk).

### Gifting shares to your family or to charity

To transfer shares to another member of your family as a gift, please ask the Registrars for a Balfour Beatty gift transfer form. Alternatively, if you only have a small number of shares whose value makes it uneconomic to sell them, you may wish to consider donating them to the share donation charity ShareGift (registered charity no. 1052686), whose work Balfour Beatty supports.

Any shares that you donate to ShareGift will be aggregated, sold when possible, and the proceeds will be donated to a wide range of other UK charities. Since ShareGift was launched, over £11m has been given to almost 1,500 charities. The relevant share transfer form may be obtained from the Registrars; further information about the scheme is available from the ShareGift Internet site [www.ShareGift.org](http://www.ShareGift.org).

### Share dealing services

Capita IRG Trustees Limited provide a telephone and online share dealing service for UK resident shareholders. To use this service, shareholders should contact Capita Registrars on 0870 458 4577 or visit [www.capitadeal.com](http://www.capitadeal.com).

The Company has also established an execution-only postal share dealing service, through JPMorgan Cazenove Limited, for private investors who wish to buy or sell Balfour Beatty plc's shares. Further details can be obtained from:

The Balfour Beatty Share Dealing Service, JPMorgan Cazenove Limited  
20 Moorgate, London EC2R 6DA, Telephone: 020 7155 5155

Alternatively, a low-cost, execution-only postal share dealing service for the purchase and sale of Balfour Beatty plc shares is available from Pershing Securities Ltd. The service is restricted to UK residents, and transactions are limited to €15,000 (approximately £10,000) in value. For details, please contact:

Pershing Securities Ltd, Broker Services Team, The Royal Liver Building, Pier Head, Liverpool L3 1LL, Tel: 020 7661 6616 (purchases), 020 7661 6617 (sales)

Capita IRG Trustees Limited, JPMorgan Cazenove Limited and Pershing Securities Ltd are each authorised and regulated by the Financial Services Authority. Pershing Securities Ltd is also a member of LIFFE and the London Stock Exchange.

### Share price

The Balfour Beatty share price can be found at the Balfour Beatty website at [www.balfourbeatty.com](http://www.balfourbeatty.com) and in the appropriate sections of national newspapers under the classification "Construction and Building Materials". It is also available on Ceefax and Teletext and a number of personal finance websites on the Internet. Historic share prices are available from the library at Hoare Govett. Telephone: 020 7678 5926.

The London Stock Exchange Daily Official List (SEDOL) codes are:

Ordinary shares: 0096162  
Preference shares: 0097820

The London Stock Exchange "ticker" codes are:

Ordinary shares: BBY  
Preference shares: BBYB

### Capital gains tax

For capital gains tax purposes the market value on 31 March 1982 of Balfour Beatty plc's ordinary shares of 50p each was 307.3p per share. This has been adjusted for the 1-for-5 rights issue in June 1992 and the 2-for-11 rights issue in September 1996.

### Enquiries

Enquiries relating to Balfour Beatty's results, business and financial position should be made in writing to the Corporate Communications Department at the Company's Registered Office address or by email to [info@balfourbeatty.com](mailto:info@balfourbeatty.com).

Balfour Beatty plc  
Registered Office: 130 Wilton Road, London SW1V 1LQ  
Registered in England Number 395826