

Balfour Beatty plc
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11 April 2016

Dear Shareholder

Publication of Balfour Beatty plc shareholder documents on website

I am pleased to advise you that the following documents have now been published at www.balfourbeatty.com:

1. Annual Report and Accounts 2015 (Annual Report); and
2. Notice of 2016 Annual General Meeting (AGM) and Class Meeting of Preference Shareholders (Class Meeting).

You can access these documents at www.balfourbeatty.com/investors.

The AGM will take place at 11.00 am at the London Marriott West India Quay Hotel, 22 Hertsmere Road, London E14 4ED on Thursday 19 May 2016. Immediately following the AGM, we will hold the Class Meeting.

As you have not yet registered to vote online, a personalised Form of Proxy is enclosed for your use.

This letter is not a summary of the proposals to be considered at the AGM and the Class Meeting and should not be regarded as a substitute for reading the Notice of AGM and Class Meeting which will remain available on our website at least until the conclusion of both meetings.

Proxy voting

Many of our shareholders are unable to attend the meetings in person. If you cannot attend, you can use your Form of Proxy to nominate someone else to attend and vote for you, or you can nominate me to vote for you.

If you want to appoint a proxy for the AGM or the Class Meeting, you need to complete and return your Form of Proxy enclosed with this letter, or to register your proxy voting appointment and voting instructions over the internet by 11.00 am on Tuesday 17 May 2016 for the AGM, or by 11.45 am on the same day for the Class Meeting. I am grateful to the many shareholders who have lodged proxy votes in the past and hope that I can count on your continuing participation.

I would like to draw your attention to our online voting facility, which many of our shareholders now find a more convenient way of voting. If you would like to submit your Form of Proxy electronically through the internet, you may do so via www.balfourbeatty-shares.com. You will need to register to use the service if you have not already done so. Once the simple registration process is complete, you may vote online by following the instructions provided there.

Completion and return of a Form of Proxy, either by post or electronically via the internet, will not prevent you from attending and voting in person at the relevant meeting.

Electronic shareholder communications and online voting at future shareholder meetings

If you now wish to receive all of the Company's shareholder communications electronically, please register to do so by visiting the Balfour Beatty Share Portal at www.balfourbeatty-shares.com and following the instructions there. The registration process includes providing your email address, which will not be used for any other purpose.

Electronic communication provides you with easy and convenient access to shareholder documents. It also saves paper and postage which helps us reduce our environmental impact and costs. From next year, paper Forms of Proxy will not be provided unless specifically requested and you will be invited to submit your proxy voting appointment and voting instructions electronically via the internet (see above). However, you do still have the right to request a paper Form of Proxy, if you so wish, so I would invite you to consider and review your voting and communication options which are set out overleaf.

We have a clear vision for operating sustainably, with specified goals. You will find more information on this throughout our Annual Report and by visiting our website at www.balfourbeatty.com/sustainability.

Yours sincerely



Philip Aiken
Chairman

