

Balfour Beatty plc
5 Churchill Place
Canary Wharf
London
E14 5HU

+44 (0) 20 7216 6800
www.balfourbeatty.com

3 April 2018

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 2017 (Annual Report); and
2. Notice of 2018 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 on Thursday 24 May 2018 at Painters' Hall, 9 Little Trinity Lane, London EC4V 2AD. Immediately following the AGM, we will hold the Class Meeting.

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 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, either to nominate someone else to attend and vote for you, or to nominate me to vote for you, you may do so via the Balfour Beatty Share Portal at 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.

Alternatively, if you require a paper Form of Proxy, you can request one by contacting Link Asset Services, The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU, Telephone: 0871 664 0300 from the UK. Calls cost 12p per minute plus your phone company's access charge. If you are outside the UK, please call +44 (0)371 664 0300. Calls outside the UK will be charged at the applicable international rate. Lines are open Monday to Friday, 9.00 am to 5.30 pm, UK time, excluding public holidays in England and Wales. Alternatively, you can email: enquiries@linkgroup.co.uk.

If you want to appoint a proxy for the AGM or the Class Meeting, you need to register your proxy voting appointment and voting instructions over the internet, or return your paper Form of Proxy, by 11.00 am on Tuesday 22 May 2018 for the AGM, or by 11.45 am on the same day for the Class Meeting.

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

Electronic shareholder communications and online voting at future shareholder meetings

Communications with our shareholders are very important. Nevertheless, the cost of postage and printing is considerable (especially for large documents like our Annual Report). Every pound spent here is money which is not available for reinvestment in the business or for the dividend.

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.

These objectives are consistent with the goals of the Company's Build to Last transformation programme.

Yours sincerely



Philip Aiken
Chairman