



Trust Management (Suntec) Limited

Suntec Real Estate Investment Trust
("Suntec REIT")



ANNUAL GENERAL MEETING TO BE HELD ON 16 JUNE 2020

1. **Background:** ARA Trust Management (Suntec) Limited, the manager of Suntec REIT (the "Manager"), refers to:
 - (i) its announcement of 1 April 2020 stating that it had obtained the approval of Singapore Exchange Securities Trading Limited (the "SGX-ST") for an extension of time until 30 June 2020 for Suntec REIT to hold its annual general meeting in respect of the financial year ended 31 December 2019 ("AGM");
 - (ii) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed entities in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means; and
 - (iii) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the "Order") which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts.
2. **Date, time and conduct of AGM:** The Manager wishes to announce that pursuant to the Order, the AGM will be convened and held by way of electronic means, on Tuesday, 16 June 2020 at 10.00 a.m. (Singapore time).

The Manager's Chairman, Ms Chew Gek Khim, and Chief Executive Officer, Mr Chong Kee Hiong, will conduct the proceedings of the AGM and address substantial and relevant questions which holders of units in Suntec REIT ("Units", and the holders of Units, the "Unitholders") have submitted in advance.
3. **Notice of AGM and proxy form:** The Notice of AGM (including the Appendix to the Notice of AGM) and proxy form will be sent to Unitholders solely by electronic means via publication on Suntec REIT's website at the URL <https://suntecreit.listedcompany.com/newsroom.html>, and will also be made available on the SGX-ST's website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to Unitholders.
4. **No personal attendance at AGM:** Due to the current Covid-19 restriction orders in Singapore, **Unitholders will not be able to attend the AGM in person.**

5. **Alternative arrangements for participation at the AGM:** Unitholders may participate at the AGM by:

- (i) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (ii) submitting questions in advance of the AGM; and
- (iii) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

Alternative arrangements relating to attendance at the AGM via electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the AGM in advance of the AGM, addressing of substantial and relevant questions at the AGM and voting by appointing the Chairman of the AGM as proxy at the AGM, are set out in the Notice of AGM.

6. **Key dates/deadlines:** The table below sets out the key dates/deadlines for Unitholders to note:

Key dates	Actions
9.00 a.m. on 22 May 2020 (Friday)	Unitholders may begin to pre-register at https://suntecreit.listedcompany.com/agm2020/ for live audio-visual webcast/live audio-only stream of the AGM proceedings
5.00 p.m. on 4 June 2020 (Thursday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
10.00 a.m. on 14 June 2020 (Sunday)	Deadline for Unitholders to: <ul style="list-style-type: none"> • pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; • submit questions in advance; and • submit proxy forms
12 noon on 15 June 2020 (Monday)	Authenticated Unitholders will receive an email which will contain unique user ID and password details, as well as instructions on how to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings (the “ Confirmation Email ”). Unitholders who do not receive the Confirmation Email by 12 noon on 15 June 2020, but have registered by the 14 June 2020 deadline should contact Suntec REIT’s Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9768 / 6230 9580.

<p>10.00 a.m. on 16 June 2020 (Tuesday)</p>	<ul style="list-style-type: none"> • Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings
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7. **Annual Report 2019:** The Annual Report 2019 has been published on Suntec REIT's website, and may be accessed at the URL <https://suntecreit.listedcompany.com/ar.html> by clicking on the link for "Annual Report 2019".
8. **Further information:** For more information, Unitholders can refer to Suntec REIT's website at the URL <https://suntecreit.listedcompany.com/newsroom.html>, or call our hotline numbers at +65 6835 9232.
9. **Important reminder:** Due to the constantly evolving Covid-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Unitholders should check Suntec REIT's website at the URL <https://suntecreit.listedcompany.com/newsroom.html> for the latest updates on the status of the AGM.

The Manager would like to thank all Unitholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current Covid-19 pandemic.

By Order of the Board
ARA Trust Management (Suntec) Limited
(as manager of Suntec Real Estate Investment Trust)
(Company registration no. 200410976R)

Chong Kee Hiong
Director
22 May 2020

ABOUT SUNTEC REIT

Listed on 9 December 2004, Suntec REIT holds properties in Suntec City, Singapore's largest integrated commercial development (including one of Singapore's largest shopping mall), a 60.8% interest in Suntec Singapore Convention & Exhibition Centre, a one-third interest in One Raffles Quay, a one-third interest in Marina Bay Financial Centre Towers 1 and 2 and the Marina Bay Link Mall and a 30.0% interest in 9 Penang Road. Suntec REIT holds a 100% interest in a commercial building located at 177 Pacific Highway, Sydney, a 100% interest in a commercial building located at 21 Harris Street, Pyrmont, Sydney, a 50.0% interest in Southgate Complex, Melbourne, a 50.0% interest in a commercial building located at Olderfleet 477 Collins Street, Melbourne and a 100% interest in a commercial building located at 55 Currie Street, Adelaide, Australia. Its aim is to invest in income producing real estate which is primarily used for office and/or retail purposes. Suntec REIT is managed by an external manager, ARA Trust Management (Suntec) Limited. For more details, please visit www.suntecreit.com.

ABOUT ARA TRUST MANAGEMENT (SUNTEC) LIMITED

Suntec REIT is managed by ARA Trust Management (Suntec) Limited, a wholly-owned subsidiary of ARA Asset Management Limited ("ARA" or the "Group").

ARA is a leading APAC real assets fund manager with a global reach. With S\$88 billion¹ in gross assets under management as at 31 December 2019, ARA manages listed and unlisted real estate investment trusts (REITs) and private real estate and infrastructure funds in 28 countries. As part of its investor-operator philosophy, ARA also operates a real estate management services division with local teams to manage its assets worldwide.

ARA's multi-platform, multi-product global fund management strategy, combined with its dedicated teams with in-depth local knowledge and expertise, enables the Group to offer enduring value to investors. Built on a foundation of strong corporate governance and business integrity, ARA counts some of the world's largest pension funds, sovereign wealth funds, financial institutions, endowments and family offices as its investors.

For more information, please visit www.ara-group.com.

¹ Includes assets under management by ARA Asset Management Limited and the Group of companies and its Associates as at 31 December 2019.