



Trust Management (Suntec) Limited

Suntec Real Estate Investment Trust
("Suntec REIT")



ANNUAL GENERAL MEETING TO BE HELD ON 20 APRIL 2022

1. **Background:** ARA Trust Management (Suntec) Limited, the manager of Suntec REIT (the "Manager"), refers to:
 - (a) the COVID-19 (Temporary Measures) Act 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, teleconferencing or other electronic means;
 - (b) 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 sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts; and
 - (c) the Joint Statement by Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of Annual General Meeting:** The Manager wishes to announce that pursuant to the Order, the Annual General Meeting (the "AGM") of the holders of units in Suntec REIT ("Units" and the holders of Units, "Unitholders") will be convened and held by way of electronic means, on **Wednesday, 20 April 2022 at 2.30 p.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.
3. **Notice of AGM and Proxy Form:** The Notice of AGM dated 29 March 2022 (the "Notice of AGM") will be sent to Unitholders by electronic means via publication on Suntec REIT's website at the URL <https://suntecreit.listedcompany.com/newsroom.html>. The Proxy Form can be downloaded from Suntec REIT's website at the URL <https://suntecreit.listedcompany.com/agm2022>. Both the Notice of AGM and the Proxy Form will also be made available on the website of Singapore Exchange Securities Trading Limited (the "SGX-ST") at the URL <https://www.sgx.com/securities/company-announcements>.

While printed copies of the Notice of AGM will not be sent to Unitholders, printed copies of the Proxy Form will be sent to Unitholders.

4. **No personal attendance at AGM:** As a precautionary measure due to the current COVID-19 situation in Singapore, to keep physical interactions and COVID-19 transmission risks to a minimum, the Manager is not providing for physical attendance by Unitholders at the AGM.

The AGM will be conducted virtually. To facilitate Unitholder engagement, the Manager will implement real-time remote electronic voting (live voting) and real-time electronic communications (live Q&A) at the AGM.

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 to the Chairman of the AGM in advance of, or live at, the AGM; and
- (iii) voting at the AGM (a) live by the Unitholder or his/her/its duly appointed proxy(ies) (other than the Chairman of the AGM) via electronic means; or (b) by appointing the Chairman of the AGM as proxy to vote on the Unitholder's 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, or live at, the AGM, addressing of substantial and relevant questions in advance of, or live at, the AGM, and voting at the AGM (1) live by the Unitholder or his/her/its duly appointed proxy(ies) (other than the Chairman of the AGM) via electronic means; or (2) by appointing the Chairman of the AGM as proxy to vote on the Unitholder's behalf at the AGM, are set out in the Notice of AGM.

Unitholders, including CPF and SRS investors, can pre-register themselves or, where applicable, their appointed proxy(ies), for the AGM at Suntec REIT's pre-registration website at the URL <https://suntecreit.listedcompany.com/agm2022>. Unitholders, including CPF and SRS investors, who wish to ask questions live and vote live via electronic means at the AGM must also first pre-register themselves via this same pre-registration website.

In particular, CPF and SRS investors should note that they (i) may vote live via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators as soon as practicable if they have any queries regarding their appointment as proxies; or (ii) may appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on Friday, 8 April 2022**, being 7 working days before the date of the AGM. For avoidance of doubt, CPF and SRS investors will not be able to appoint third party proxy(ies) (i.e., persons other than the Chairman of the AGM) to vote live at the AGM on their behalf.

Persons who hold Units through relevant intermediaries: Persons who hold Units through relevant intermediaries (as defined in the Notice of AGM), other than CPF and SRS investors, and who wish to participate in 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 to the Chairman of the AGM in advance of, or live at, the AGM; and/or (iii) voting

at the AGM (a) live via electronic means by being appointed as proxy by their relevant intermediary; or (b) by appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM, should contact the relevant intermediary through which they hold such Units as soon as possible in order to make the necessary arrangements to be made for them to participate in the AGM.

Key actions to be taken by Unitholders: In summary, the key actions to be taken by Unitholders if they wish to participate in the AGM, based on the manner in which they hold their Units, are set out in the table below:

| | If I hold Units via CDP | If I hold Units through CPF or SRS | If I hold Units through a relevant intermediary |
|---|--|---|--|
| I wish to ask questions in advance, and to attend, speak and vote at the AGM | <p>Pre-register at the pre-registration website by <u>Monday, 18 April 2022, at 2.30 p.m.</u></p> <p>Submit questions in advance via the pre-registration website, via email or by post by <u>Monday, 18 April 2022, at 2.30 p.m.</u></p> <p>Ask questions live and vote live at the AGM by accessing the AGM proceedings via the live audio-visual webcast on <u>Wednesday, 20 April 2022 at 2.30 p.m.</u></p> | | Approach your relevant intermediary (if your relevant intermediary has not already contacted you) |
| I do not wish to attend the AGM, but wish to vote by appointing Chairman of the AGM as proxy | Submit Proxy Form appointing Chairman of the AGM as proxy via the pre-registration website, via email or by post by <u>Monday, 18 April 2022, at 2.30 p.m.</u> | Approach your CPF Agent Bank or SRS Operator to submit your votes by <u>Friday, 8 April 2022, at 5.00 p.m.</u> | Approach your relevant intermediary (if your relevant intermediary has not already contacted you) |
| I do not wish to attend the AGM, but wish to appoint third party proxy(ies) | <p>Submit Proxy Form appointing third party proxy(ies) via the pre-registration website, via email or by post by <u>Monday, 18 April 2022, at 2.30 p.m.</u></p> <p>Pre-register your proxy(ies) at the pre-registration website by <u>Monday, 18 April 2022, at 2.30 p.m.</u></p> | Not applicable | Not applicable |

| | If I hold Units via CDP | If I hold Units through CPF or SRS | If I hold Units through a relevant intermediary |
|--|---|---|--|
| | Your proxy(ies) can ask questions live and vote live at the AGM by accessing AGM proceedings via the live audio-visual webcast on <u>Wednesday, 20 April 2022 at 2.30 p.m.</u> | | |

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 29 March 2022 (Tuesday) | Unitholders and CPF and SRS investors may begin to pre-register themselves or, where applicable, their appointed proxy(ies), for the AGM at Suntec REIT's pre-registration website at the URL https://suntecreit.listedcompany.com/agm2022 . |
| 5.00 p.m. on 8 April 2022 (Friday) | Deadline for CPF or SRS investors, who wish to appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM, to approach their respective CPF Agent Banks or SRS Operators to submit their votes. |
| 2.30 p.m. on 18 April 2022 (Monday) | <p>Deadline for Unitholders and CPF and SRS investors to:</p> <ul style="list-style-type: none"> • pre-register for the AGM; • submit questions in advance of the AGM; and • submit instruments appointing a proxy(ies) for the AGM. <p>Unitholders, including CPF and SRS investors, or, where applicable, their appointed proxy(ies), can ask questions and vote live at the AGM. They must be pre-registered and authenticated.</p> |
| 7.00 p.m. on 19 April 2022 (Tuesday) | <p>Authenticated Unitholders (including CPF and SRS investors), or, where applicable, their duly appointed proxy(ies) who have (or have been) pre-registered, will receive an email confirming successful registration, which will contain unique user credentials as well as instructions on how to access the live audio-visual webcast or live audio only stream of the AGM proceedings (the "Confirmation Email").</p> <p>Unitholders (including CPF and SRS investors), or, where applicable, their appointed proxy(ies) who have (or have been) pre-registered by the 18 April 2022 deadline but have not received the Confirmation</p> |

| Key dates | Actions |
|---|--|
| | Email by 7.00 p.m. on Tuesday, 19 April 2022 should immediately contact Suntec REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9580 or +65 6230 9586, or via email at SRS.TeamD@boardroomlimited.com . |
| 2.30 p.m. on 20 April 2022 (Wednesday) | <p>Suntec REIT's AGM 2022</p> <ul style="list-style-type: none"> • Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings and to ask questions and vote live at the AGM via the audio-visual webcast platform; or • Call the telephone number in the Confirmation Email and follow the instructions to access the live audio-only stream of the AGM proceedings. <p>Unitholders (including CPF and SRS investors) or where applicable, their appointed proxy(ies) must access the AGM proceedings via the live audio-visual webcast in order to ask questions live and vote live at the AGM, and will <u>not</u> be able to do so via the audio-only stream of the AGM proceedings.</p> |

7. **Annual Report:** The Annual Report and the Appendix to the Notice of AGM (in relation to the proposed renewal of the unit buy-back mandate) may be accessed at Suntec REIT's website as follows:

- a. the Annual Report may be accessed at the URL <https://suntecreit.listedcompany.com/ar.html> by clicking on the link for "Annual Report 2021"; and
- b. the Appendix to the Notice of AGM dated 29 March 2022 may be accessed at the URL <https://suntecreit.listedcompany.com/agm-egm.html> by clicking on the link for "Notice of AGM and Appendix" under 2022 AGM Announcements.

Any Unitholder who wishes to receive a printed copy of the Annual Report before the AGM should submit the printed copy of the Request Form or download the Request Form which is accessible at Suntec REIT's website at the URL <https://suntecreit.listedcompany.com/agm2022> no later than **5.00 p.m. on Tuesday, 12 April 2022**.

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
29 March 2022

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 66.3% 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. 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. Suntec REIT also holds a 50.0% interest in Nova North, Nova South and The Nova Building (collectively known as "Nova Properties") and a 100% interest in The Minster Building both located in London, United Kingdom. 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**").

ARA is part of the ESR Group (the "**Group**"), APAC's largest real asset manager powered by the New Economy and the third largest listed real estate investment manager globally. With US\$140 billion in gross assets under management (AUM), our fully integrated development and investment management platform extends across key APAC markets, including China, Japan, South Korea, Australia, Singapore, India, New Zealand and Southeast Asia, representing over 95% of GDP in APAC, and also includes an expanding presence in Europe and the U.S. We provide a diverse range of real asset investment solutions and New Economy real estate development opportunities across our private funds business, which allow capital partners and customers to capitalise on the most significant secular trends in APAC. With 14 listed REITs managed by the Group and its associates, ESR is the largest sponsor and manager of REITs in APAC with a total AUM of US\$45 billion. Our purpose – Space and Investment Solutions for a Sustainable Future – drives us to manage sustainably and impactfully and we consider the environment and the communities in which we operate as key stakeholders of our business. Listed on the Main Board of The Stock Exchange of Hong Kong, ESR is a constituent of the FTSE Global Equity Index Series (Large Cap), Hang Seng Composite Index and MSCI Hong Kong Index.

More information is available at www.ara-group.com, www.esr.com.

IMPORTANT NOTICE

This announcement is for information only and does not constitute an invitation or offer to acquire, purchase or subscribe for Units.

The value of Units and the income derived from them may fall as well as rise. Units are not obligations of, deposits in, or guaranteed by, the Manager or any of its affiliates. An investment in Units is subject to investment risks, including the possible loss of the principal amount invested. The past performance of Suntec REIT is not necessarily indicative of the future performance of Suntec REIT.

Investors have no right to request the Manager to redeem their Units while the Units are listed. It is intended that Unitholders may only deal in their Units through trading on the SGX-ST. Listing of the Units on the SGX-ST does not guarantee a liquid market for the Units.

Unitholders and potential investors are reminded to exercise caution when dealing in the units of the Suntec REIT. Persons who are in doubt as to the action they should take should consult their stockbrokers, bank managers, solicitors or other professional advisors.