



Trust Management (Suntec) Limited

Suntec Real Estate Investment Trust
("Suntec REIT")



ANNUAL GENERAL MEETING TO BE HELD ON 20 APRIL 2023

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 in a **wholly physical format** at Level 4, Hall 406, Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593, on **Thursday, 20 April 2023 at 2.30 p.m.** (Singapore Time). There will be **no option to participate virtually**.

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 2023 (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/agm-egm.html>. 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. Arrangements for participation at the AGM: Unitholders may participate at the AGM by:

- (i) attending the AGM proceedings in person or appointing a proxy(ies) to attend the AGM proceedings on their behalf;
- (ii) submitting questions to the Chairman of the AGM in advance of, or at, the AGM; and
- (iii) voting at the AGM (a) themselves; (b) or through their duly appointed proxy(ies).

Arrangements relating to attending the AGM by Unitholders, including CPF and SRS investors, and (where applicable) duly appointed proxies, submitting questions to the Chairman of the AGM by Unitholders, including CPF and SRS investors, in advance of, or at, the AGM, addressing of substantial and relevant questions in advance of, or at, the AGM, and voting at the AGM by Unitholders, including CPF and SRS investors, or (where applicable) duly appointed proxy(ies) are set out in the Notice of AGM.

Unitholders, including CPF and SRS investors, and (where applicable) duly appointed proxy(ies) will be required to register personally at the registration counter(s) outside the AGM venue on the day of the AGM. Unitholders, including CPF and SRS investors, and (where applicable) duly appointed proxy(ies) should bring along their NRIC/passport to enable the Manager to verify their identity for entry to, and (where applicable) be provided with a handheld device for electronic voting at the AGM. Registration will commence at 1.30 p.m.

In particular, CPF and SRS investors should note that they (i) may attend, speak and vote at the AGM if they are appointed as proxy(ies) 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 proxy(ies); 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 Tuesday, 11 April 2023**. 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 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) attending the AGM in person; (ii) submitting questions to the Chairman of the AGM in advance of, or at, the AGM; and/or (iii) voting at the AGM (a) themselves; 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 for the necessary arrangements to be made for their participation 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>Submit questions in advance via email or by post to the office of Suntec REIT's Unit Registrar by <u>Tuesday, 18 April 2023, at 2.30 p.m.</u></p> <p>Register in person at the AGM venue by <u>2.30 p.m.</u> on <u>Thursday, 20 April 2023</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 <u>appointing Chairman of the AGM as proxy</u>	<p>Submit Proxy Form appointing Chairman of the AGM as proxy via email or by post to the office of Suntec REIT's Unit Registrar by <u>Tuesday, 18 April 2023, at 2.30 p.m.</u></p>	Approach your CPF Agent Bank or SRS Operator to submit your votes by <u>Tuesday, 11 April 2023, 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 <u>appoint third party proxy(ies)</u>	<p>Submit Proxy Form appointing third party proxy(ies) via email or by post to the office of Suntec REIT's Unit Registrar by <u>Tuesday, 18 April 2023, at 2.30 p.m.</u></p> <p>Proxy(ies) to register in person at the AGM venue by <u>Thursday, 20 April 2023, at 2.30 p.m.</u></p>	Not applicable	Not applicable

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

Key dates	Actions
5.00 p.m. on 11 April 2023 (Tuesday)	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 2023 (Tuesday)	Deadline for Unitholders and CPF and SRS investors to: <ul style="list-style-type: none"> • submit questions in advance of the AGM; and • submit instruments appointing a proxy(ies) for the AGM.
2.30 p.m. on 20 April 2023 (Thursday) Registration commences at 1.30 p.m.	Attend Suntec REIT's AGM 2023 in person at Level 4, Hall 406, Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593. Unitholders, including CPF and SRS investors, and (where applicable) duly appointed proxy(ies) will need to register personally at the registration counter(s) outside the AGM venue, and should bring along their NRIC/passport to enable the Manager to verify their identity for entry to, and (where applicable) be provided with a handheld device for electronic voting at, the AGM.

6. **Annual Report:** The Annual Report and the Notice of AGM (with Appendix 1 in relation to the proposed renewal of the unit buy-back mandate (the "**Unit Buy-Back Appendix**") and Appendix 2 (the "**Third Party Fee Supplement Appendix**", and together with the Unit Buy-Back Appendix, the "**Appendices**") appended thereto) 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 2022"; and
- b. the Appendices to the Notice of AGM dated 29 March 2023 may be accessed at the URL <https://suntecreit.listedcompany.com/agm-egm.html> by clicking on the link for "Notice of AGM and Appendices" under 2023 AGM Announcements.

Any Unitholder who wishes to receive a physical copy of the Annual Report before the AGM should submit the request form (a) by post to the office of the Manager; or (b) via email to SRS.TeamD@boardroomlimited.com., in either case, by no later than **5.00 p.m. on Tuesday, 11 April 2023.**

7. **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 number at +65 6835 9232.
8. **Important reminder:** The Manager 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.

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 2023

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 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\$156 billion in total 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. ESR is the largest sponsor and manager of REITs in APAC with a total AUM of US\$46 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 purposes only and does not constitute or form part of any offer or invitation to sell or issue, or any solicitation of any offer to subscribe for or acquire, units in Suntec REIT (the “Units”) in any jurisdiction in which such an offer or solicitation is unlawful.

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. 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. The past performance of Suntec REIT is not necessarily indicative of the future performance of Suntec REIT.