

# NOTIFICATION & REQUEST FORM



## SUNTEC REAL ESTATE INVESTMENT TRUST

(Constituted under a Trust Deed dated 1 November 2004 (as amended)  
in the Republic of Singapore)

25 March 2025

Dear Unitholder,

### Notice of Annual General Meeting and Annual Report 2024

We are pleased to inform you that the Annual General Meeting (“**AGM**”) of the unitholders of Suntec REIT will be convened and held physically at Level 3 Summit 1, Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593 on Thursday, 17 April 2025 at 2.30 p.m. (Singapore Time). We have published our Annual Report 2024 (the “**Annual Report**”), Notice of Annual General Meeting (“**Notice of AGM**”), the appendix to the Notice of AGM (in relation to the proposed renewal of the unit buy-back mandate) (the “**Unit Buy-Back Appendix**”) and the proxy form (“**Proxy Form**”) which may be accessed at Suntec REIT’s website as follows:

- (i) Annual Report — <https://suntecreit.listedcompany.com/ar.html> by clicking on the link for “Annual Report 2024”
- (ii) Notice of AGM, Unit Buy-Back Appendix and Proxy Form — <https://suntecreit.listedcompany.com/agm-egm.html> by clicking on the link for “Notice of AGM, Unit Buy-Back Appendix and Proxy Form” under 2025 AGM Announcements.

The above documents will also be made available on the SGX-ST website at <https://www.sgx.com/securities/company-announcements>.

We have adopted a paperless electronic format in line with our ongoing efforts to limit paper wastage and reduce our carbon footprint, and as such, please note that printed copies of the Annual Report and the Unit Buy-Back Appendix will not be sent to Unitholders. However, if you wish to receive a printed copy of the Annual Report and/or the Unit Buy-Back Appendix before the AGM, please kindly complete the Request Form below and return it to us no later than **5.00 p.m. on 7 April 2025** by mail using the envelope enclosed, or email to [srs.requestform@boardroomlimited.com](mailto:srs.requestform@boardroomlimited.com).

Accompanying this Request Form is a printed copy of the Notice of AGM and the Proxy Form for unitholders’ ease of submission.

Yours faithfully  
For and on behalf of  
ESR Trust Management (Suntec) Limited  
(Company Registration no. 200410976R)  
as Manager of Suntec Real Estate Investment Trust

Chong Kee Hiong  
Chief Executive Officer

### REQUEST FORM

**To: ESR Trust Management (Suntec) Limited (Manager of Suntec Real Estate Investment Trust)**  
5 Temasek Boulevard, Suntec Tower Five,  
#12-01, Singapore 038985

Please tick the box below if you wish to receive a printed copy of the Annual Report and/or the Unit Buy-Back Appendix. We regret to inform you that we would not be able to process an incomplete or incorrectly completed form.

I/We wish to receive a printed copy of the Annual Report.

I/We wish to receive a copy of the Unit Buy-Back Appendix.

Name of Unitholder: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: By completing, signing and returning the Request Form, a Unitholder acknowledges and consents to the collection, use and disclosure of the Unitholder’s personal data by the Manager and/or its agents and/or service providers for the purpose of processing and administering the request, and in order for the Manager and the Trustee and/or its agents and/or service providers to comply with any applicable laws, listing rules, regulations and/or guidelines.

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**HSBC INSTITUTIONAL TRUST SERVICES (SINGAPORE) LIMITED**  
C/O ESR TRUST MANAGEMENT (SUNTEC) LIMITED  
(FORMERLY KNOWN AS ARA TRUST MANAGEMENT (SUNTEC) LIMITED)  
MANAGER OF SUNTEC REAL ESTATE INVESTMENT TRUST  
5 TEMASEK BOULEVARD #12-01  
SUNTEC TOWER FIVE  
SINGAPORE 038985



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