



ELITE COMMERCIAL REIT
2021 Extraordinary General Meeting (EGM)
To be convened and held by electronic means on
Monday, 25 January 2021 at 4.00 p.m.
(Singapore Time)

HOW DO I PARTICIPATE IN THE EGM?

1. Pre-register for live audio-visual webcast or live audio-only stream by 4.00 p.m. on 22 January 2021

Unitholders will be able to observe and/or listen to the EGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers.

In order to do so, **pre-registration is required** at the URL https://investor.elitecreit.com/agm_egm.html from now till **4.00 p.m. on 22 January 2021** for verification of status as Unitholders and SRS investors.

2. Submit questions by 4.00 p.m. on 22 January 2021

Unitholders will **not** be able to ask questions at the EGM live during the live audio-visual webcast or live audio-only stream. Unitholders are advised to submit questions related to the resolutions to be tabled for approval at the EGM by **4.00 p.m. on 22 January 2021**. Unitholders may submit questions in the following manner:

- electronically via Elite Commercial REIT's pre-registration website at the URL https://investor.elitecreit.com/agm_egm.html; **or**
- by post and deposited at the office of Elite Commercial REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.

Unitholders who submit questions by post to Elite Commercial REIT's Unit Registrar must provide the following information:

- the Unitholder's full name;
- the Unitholder's address; and
- the manner in which the Unitholder holds Units in Elite Commercial REIT (e.g. via CDP or SRS).

In view of the current COVID-19 situation in Singapore, Unitholders are strongly encouraged to submit their questions via the pre-registration website.

3. Submit proxy forms to vote by 4.00 p.m. on 22 January 2021

Unitholders who wish to exercise their voting rights at the EGM must appoint the Chairman of the EGM as their proxy by completing the Proxy Form and giving specific instructions as to voting, or abstentions from voting, accordingly.

Please note that in the absence of specific instructions in respect of a resolution, the appointment of the Chairman of the EGM as proxy for that resolution will be treated as invalid. Printed copies of the Proxy Form will be sent to Unitholders. A copy of the Proxy Form can also be downloaded from Elite Commercial REIT's website and from SGXNET at the URLs https://investor.elitecreit.com/agm_egm.html and <https://www.sgx.com/securities/company-announcements>, respectively.

The Proxy Form is to be completed and signed before submitting to Elite Commercial REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., in the following manner:

- if submitted by post, be lodged at the office of Elite Commercial REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; or
- if submitted electronically, be submitted via email to Elite Commercial REIT's Unit Registrar at EliteEGM2021@boardroomlimited.com,

in either case, by **4.00 p.m. on 22 January 2021**, being 72 hours before the time of the scheduled EGM.

Unitholders are strongly encouraged to submit completed Proxy Forms electronically via email.

SRS investors who wish to exercise their voting rights at the EGM should **not** submit proxy forms in the manner specified above. SRS investors should approach their respective SRS Operators to submit their votes by **4.00 p.m. on 13 January 2021**.

FREQUENTLY ASKED QUESTIONS

A. PRE-REGISTRATION

1. Who can register to attend the EGM?

Unitholders and SRS investors of Elite Commercial REIT can attend the EGM by observing the live audio-visual webcast or listening to the live audio-only stream of the EGM. Unitholders and SRS investors are required to pre-register their interest for the virtual EGM.

A confirmation email containing the link and unique login credentials to access the virtual EGM will be sent to authenticated Unitholders and SRS investors by **4.00 p.m. on 24 January 2021**.

2. How do I register?

Unitholders and SRS investors are required to pre-register at the URL https://investor.elitecreit.com/agm_egm.html by following the steps below:

Step 1:

- Click on “Pre-Register for EGM” in Elite Commercial REIT’s EGM page and “Register Now” on the following page to access the registration form.
- Complete the information required on the registration form and click “Next”.
- Review your input and ensure it is accurate before clicking “Submit”.

Step 2:

- After you click “Submit”, an acknowledgement of your registration will appear on the screen. An acknowledgement email will also be sent to your email address.

Notes:

- i Authenticated Unitholders and SRS investors will receive a confirmation email **no later than 4.00 p.m. on 24 January 2021**, containing the link and unique login credentials to access the live audio-visual webcast, or the telephone number and access code to access the live audio-only stream of the EGM proceedings.
- ii Unitholders and SRS investors who receive the confirmation email can then observe or listen to the EGM proceedings through a live audio-visual webcast (via their mobile phones, tablets or computers) or live audio-only stream (via their phones).
- iii Unitholders and SRS investors who have registered by the 22 January 2021 deadline but do not receive the confirmation email by **4.00 p.m. on 24 January 2021** should contact Elite Commercial REIT’s Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6536 5355 (during office hours) or email EliteEGM2021@boardroomlimited.com.

3. When can I pre-register for the EGM?

Pre-registration for the EGM **starts on 28 December 2020** and **closes at 4.00 p.m. on 22 January 2021**.

4. Why can't I attend the EGM in person?

In view of the COVID-19 situation in Singapore, the Singapore Government has implemented numerous initiatives to combat the spread of the coronavirus. Even though the measures have since been relaxed, caution is necessary to ensure the well-being and safety of our Unitholders. Hence, Unitholders will not be able to attend the EGM in person.

5. Can I register another person to observe the live audio-visual webcast or listen to the live audio-only stream on my behalf?

No. The EGM is a private event for Unitholders of Elite Commercial REIT. Only authenticated Unitholders who have pre-registered for the live audio-visual webcast or live audio-only stream of the EGM will receive login credentials to observe the live audio-visual webcast or listen to the live audio-only stream of the EGM.

6. If I hold Elite Commercial REIT Units via a securities sub-account in a depository agent (e.g. a nominee company), can I register to observe the live audio-visual webcast or listen to the live audio-only stream?

Please contact your depository agent as soon as possible in order to make the necessary arrangements for your participation in the EGM.

7. If I am a SRS investor holding Elite Commercial REIT Units, can I register to observe the live audio-visual webcast or listen to the live audio-only stream?

Yes, you can pre-register to observe the live audio-visual webcast or listen to the live audio-only stream. (Please refer to A2 on how to register for the EGM.) However, if you wish to submit your votes, you need to contact your SRS Operators through which you hold your Elite Commercial REIT Units as soon as possible to submit your votes, and in any case no later than **4.00 p.m. on 13 January 2021**.

8. Why do I need to provide my full NRIC/Passport number?

This is to enable us to accurately verify your Unitholding status for the purpose of registering you for the EGM.

B. ASKING QUESTIONS

1. Can I ask any questions at the EGM?

You will **not** be able to ask questions during the live audio-visual webcast or through the live audio-only stream of the EGM. If you wish to ask questions, please submit your questions in advance of the EGM.

Questions should relate to the resolutions to be tabled for approval at the EGM and are to be submitted in the following manner by **4.00 p.m.** on **22 January 2021**:

- via Elite Commercial REIT's pre-registration website at the URL https://investor.elitecreit.com/agm_egm.html ; or
- by post and deposited at the office of Elite Commercial REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623

If you submit your questions by post to Elite Commercial REIT's Unit Registrar, you must also provide the following information:

- the Unitholder's full name;
- the Unitholder's address; and
- the manner in which the Unitholder holds Units in Elite Commercial REIT (e.g. via CDP or SRS).

In view of the current COVID-19 situation in Singapore, Unitholders are strongly encouraged to submit their questions via the pre-registration website.

We will endeavour to address all substantial and relevant questions submitted in advance of the EGM prior to or during the EGM. Responses to substantial and relevant questions which we are unable to address during the EGM will be posted on Elite Commercial REIT's website and on SGXNET prior to the EGM. Minutes of the EGM will be published on Elite Commercial REIT's website and on SGXNET.

2. Is there a deadline to submit questions for EGM?

All questions must be submitted by **4.00 p.m.** on **22 January 2021**.

Please refer to B1 on how to submit questions in advance of the EGM.

C. VOTING

1. Would I be able to vote electronically?

No. The Trust Deed currently does not permit Unitholders to vote at general meetings in absentia (such as via mail or email).

2. How do I vote if I can only attend the EGM electronically?

If you wish to vote, you must appoint the Chairman of the EGM as your proxy. You must first complete and sign the proxy form, before scanning and sending it by email to EliteEGM2021@boardroomlimited.com, or submitting it by post to the office of Elite Commercial REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 by **4.00 p.m.** on **22 January 2021**, being 72 hours before the time of the scheduled EGM.

In view of the current COVID-19 situation in Singapore, Unitholders are strongly encouraged to submit completed Proxy Forms electronically via email.

If you are a SRS investor who wishes to appoint the Chairman of the EGM as proxy, you should approach your respective SRS operators to submit your vote by **4.00 p.m.** on **13 January 2021**.

3. Where can I find the proxy forms? Will hardcopies of the proxy forms be sent to me?

Printed copies of the proxy form will be sent to Unitholders. A copy of the Proxy Form can also be downloaded from Elite Commercial REIT's website and on SGXNET at the URLs https://investor.elitecreit.com/agm_egm.html and <https://www.sgx.com/securities/company-announcements> respectively. For SRS investor, please refer to C2 above.

4. How do I submit the proxy forms?

Please refer to C2.

5. Is there a deadline to submit the proxy forms?

Duly completed and signed proxy forms are to be lodged at the office of Elite Commercial REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 or submitted via email to EliteEGM2021@boardroomlimited.com, in either case by **4.00 p.m.** on **22 January 2021**.

For SRS investors - please refer to A7 and C2 above.

D. ACCESSING THE CIRCULAR

1. Electronic Copies of the Circular

Printed copies of the Circular will not be sent to Unitholders unless requested by Unitholders.

Electronic copies of the Circular are available on:

- Elite Commercial REIT's website at https://investor.elitecreit.com/agm_egm.html; and
- SGXNET at <https://www.sgx.com/securities/company-announcements>.

2. Request for Printed Copies of the Circular

To obtain a hardcopy of the circular, please submit a request via email to Elite Commercial REIT's Unit Registrar at EliteEGM2021@boardroomlimited.com with the Unitholder's full name and mailing address by **8 January 2021**.

A printed copy of the Circular will be sent to the address in Singapore specified by the Unitholder.

E. ACCESSING THE EGM

1. How do I access the EGM proceedings?

The EGM is scheduled for **4.00 p.m.** on **25 January 2021**

Pre-registration is required. Please refer to A2 on how to register. Unitholders who receive the confirmation email can either log in to observe the live audio-visual webcast or dial in to listen to the live audio-only stream.

Live Audio-Visual webcast

- Click on the URL link indicated in the confirmation email sent to you.
- Key in the unique username and password provided in the confirmation email when prompted.
- The webcast will be accessible 15 minutes before the commencement of the EGM. You will be put on hold until the EGM commences at 4.00 p.m.

Live Audio-only stream

- Call the telephone number indicated in the confirmation email sent to you.
- Key in the access code provided in the confirmation email when prompted.
- You will be put on hold until the EGM commences at 4.00 p.m.

F. GENERAL

1. If there are any changes to the EGM, how would I know?

Unitholders and SRS investors are encouraged to regularly check Elite Commercial REIT's website at <https://elitecreit.listedcompany.com/newsroom.html> for any updates concerning the EGM.

2. Who can I contact for help?

For further questions relating to the EGM proceedings, you may contact the following:

Investor Relations

Email: enquiry@elitecreit.com