

Note: This is a printed copy of the letter to unitholders of ESR-REIT (“Unitholders”) published on SGXNET and on ESR-REIT’s website at www.esr-reit.com.sg, on 7 April 2021. This printed copy has been sent to Unitholders solely for their information and convenience. Unless otherwise defined, all capitalised terms used and not defined herein shall have the same meanings given to them in the Notice of Annual General Meeting.

7 April 2021

Dear Valued Unitholders,

ESR-REIT TO CONDUCT PHYSICAL AND VIRTUAL ANNUAL GENERAL MEETING (“AGM”)

ESR-REIT will be conducting the AGM at Suntec Singapore International Convention and Exhibition Centre, Room 406, 1 Raffles Boulevard, Suntec City, Singapore 039593 (the “**Physical Meeting**”) and by way of electronic means (the “**Virtual Meeting**”).

No Despatch of Printed Copies of Annual Report and the Circular to Unitholders

Printed copies of the Annual Report 2020 and the Circular will **not** be despatched to Unitholders, unless otherwise requested. For Unitholders’ convenience, printed copies of this Letter to Unitholders, the Notice of AGM, the Proxy Form and the Request Form for Unitholders to request for a printed copy of the Annual Report 2020 and the Circular (the “**Request Form**”) have been despatched to Unitholders. Unitholders who wish to request for printed copies of the Annual Report 2020 and/or the Circular will need to complete and return the Request Form, by sending it back by post to the address stated overleaf on the Request Form or by emailing it to AGM.TeamE@boardroomlimited.com, to reach the Manager by **14 April 2021 (Wednesday)**.

Documents and information relating to the AGM (including the Notice of AGM, Proxy Form, Annual Report 2020 and the Circular) will be made available electronically via publication on ESR-REIT’s website at <https://esr-reit.listedcompany.com/ar.html>, and on the SGX-ST’s website at <https://www.sgx.com/securities/company-announcements>.

Conduct of the Physical Meeting:

- a. Due to the current COVID-19 restriction orders in Singapore, we will restrict the number of in-person attendees at the Physical Meeting by imposing a limit of **30** Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders at the Physical Meeting. It should be noted that this limit for in-person attendees at the Physical Meeting may be subject to change taking into account any regulations, directives, measures or guidelines that may be issued by any government and regulatory agency in light of the COVID-19 situation from time to time. Precautionary measures will be taken at the Physical Meeting to ensure the safety of attendees and minimise the risk of community spread of COVID-19. Attendees must abide by all measures notified to them, failing which they may be asked to leave the Physical Meeting.
- b. Please pre-register online at <http://www.smartagm.sg/esrreitagm2021> if you wish to attend the Physical Meeting.
- c. Following successful verification, authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who have successfully pre-registered for the Physical Meeting will receive the following by 21 April 2021 (Wednesday), 10.00 a.m.:
 - i. a confirmation email for the Physical Meeting containing details as well as instructions on attending the Physical Meeting (the “**Confirmation Email for Physical Meeting**”); and
 - ii. a confirmation email which contains unique user credentials and instructions on how to access the live audio-visual webcast / live audio-only stream of the AGM proceedings and submit questions during the AGM (the “**Confirmation Email for Virtual Meeting**”), which can also be used to attend the Virtual Meeting in the event the successful Unitholder, CPF/SRS investor or Relevant Intermediary Unitholder is unable to attend the Physical Meeting for unforeseen reasons.
- d. Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who have received the Confirmation Email for Physical Meeting will be required to bring their original NRIC/Passport for registration on the day of the AGM. **We regret to inform that Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who did not receive the Confirmation Email for Physical Meeting or do not bring their original NRIC/Passport for registration on the day of the AGM will not be allowed entry into the Physical Meeting.**

- e. Authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who are unsuccessful in the pre-registration for the Physical Meeting due to excess demand will receive the Confirmation Email for Virtual Meeting by **10.00 a.m. on 21 April 2021 (Wednesday)**.

Conduct of the Virtual Meeting:

- a. The proceedings of the AGM will be broadcast through a live webcast comprising both video (audio-visual) and audio-only feeds. Please pre-register for the live audio-visual webcast / live audio-only stream if you wish to attend the Virtual Meeting.
- b. Following successful verification, authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who have successfully pre-registered for the Virtual Meeting will receive a confirmation email which contains unique user credentials and instructions on how to access the live audio-visual webcast / live audio-only stream of the AGM proceedings and submit questions during the AGM (the “**Confirmation Email for Virtual Meeting**”) by **21 April 2021 (Wednesday), 10.00 a.m.**.

Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who do not receive the Confirmation Email for Physical Meeting and/or the Confirmation Email for Virtual Meeting by 21 April 2021 (Wednesday), 10.00 a.m., but have pre-registered by the deadline of 19 April 2021 (Monday), 10.00 a.m. should contact the Unit Registrar of ESR-REIT, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at AGM.TeamE@boardroomlimited.com immediately.

Submission of Questions:

- a. All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders will be able to ask questions at both the Physical Meeting and the Virtual Meeting in the following manner:
- (i) if attending the Physical Meeting, Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders will be able to:
- submit questions in advance of the AGM (see paragraph (b) below for further details); or
 - raise questions verbally at the Physical Meeting;
- (ii) if attending the Virtual Meeting, Unitholders, CPF/ SRS investors and Relevant Intermediary Unitholders will be able to:
- submit questions in advance of the AGM (see paragraph (b) below for further details); or
 - pose questions live at the Virtual Meeting during the live audio-visual webcast.
- b. All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders can and are strongly encouraged to submit questions relating to the business of the AGM in advance of the AGM up till **19 April 2021 (Monday), 10.00 a.m.** (being 72 hours before the time appointed for the holding of the AGM).
- (i) Unitholders and CPF/SRS investors may submit their questions on the Pre-registration Page or via electronic mail to ir@esr-reit.com.sg or by post addressed to Investor Relations at 138 Market Street, #26-03/04 CapitaGreen, Singapore 048946.
- (ii) Relevant Intermediary Unitholders (excluding CPF/SRS investors) may submit questions through their Relevant Intermediary, who in turn should submit a consolidated list of questions to the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at AGM.TeamE@boardroomlimited.com.

Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who submit questions in advance of the AGM should provide your full name, your address, contact number, email and the manner in which you hold Units (if you hold Units directly, please provide your CDP account number; otherwise, please state if you hold your Units through CPF or SRS, or are a Relevant Intermediary Unitholder) for our verification purposes.

In view of the current COVID-19 situation and the related safe distancing measures which may affect postage timings and make it difficult for Unitholders to submit questions by post, Unitholders who wish to submit questions in advance of the AGM are strongly encouraged to submit questions electronically on the Pre-registration Page or by email. The Manager will endeavour to address all substantial and relevant questions either prior to the AGM (via an announcement on SGXNET and ESR-REIT’s website at <https://esr-reit.listedcompany.com/meetings.html>) or during the AGM.

Voting Solely via Appointing Chairman as Proxy (Submit a Proxy Form):

Unitholders will only be able to vote at the AGM by appointing the Chairman of the AGM as proxy to vote on their behalf. Duly completed Proxy Forms must be deposited with ESR-REIT:

- i. via post to the office of the Unit Registrar of ESR-REIT at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; or
- ii. via electronic mail to AGM.TeamE@boardroomlimited.com (by enclosing a clear, scanned, completed and signed Proxy Form in PDF)

The Proxy Forms must be received by ESR-REIT by **19 April 2021 (Monday), 10.00 a.m.** (being 72 hours before the time appointed for the holding of the AGM). In the Proxy Form, a Unitholder should specifically direct the proxy on how he/she is to vote for or vote against (or abstain from voting on) the resolutions to be tabled at the AGM. All valid votes cast via proxy on each resolution will be counted. If no specific direction as to voting is given, the Chairman of the AGM will vote or abstain from voting at his/her discretion.

Relevant Intermediary Unitholders who wish to vote should **not** make use of the Proxy Form and should instead approach their respective Relevant Intermediary as soon as possible to specify voting instructions. CPF/SRS investors who wish to vote should approach their respective CPF Agent Bank / SRS Operator as soon as possible and at least **seven (7) working days** before the AGM (i.e. **by 12 April 2021 (Monday)**), to ensure that their votes are submitted.

In view of the current COVID-19 situation and the related safe distancing measures which may affect postage timings and make it difficult for Unitholders to submit Proxy Forms by post, Unitholders are strongly encouraged to submit completed Proxy Forms electronically by email.

The table below sets out the key dates / deadlines which Unitholders should take note:

Key Dates	Actions
7 April 2021 (Wednesday), 10.00 a.m.	Pre-registration begins for the Physical Meeting and the Virtual Meeting.
12 April 2021 (Monday)	Deadline for CPF/SRS investors to approach their respective CPF Agent Banks or SRS Operators to submit their votes. [NB. Relevant Intermediary Unitholders who wish to vote must approach their respective Relevant Intermediary as soon as possible.]
19 April 2021 (Monday), 10.00 a.m.	Deadline for all Unitholders to: <ul style="list-style-type: none"> • Pre-register for the Physical Meeting; • Pre-register for the Virtual Meeting; • Submit questions in advance of the AGM in relation to the resolutions tabled at the AGM; and • Submit Proxy Forms via post to the Unit Registrar's office or email to AGM.TeamE@boardroomlimited.com.
21 April 2021 (Wednesday), 10.00 a.m.	Successful authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who pre-registered for the Physical Meeting will receive the Confirmation Email for Physical Meeting and the Confirmation Email for Virtual Meeting . Successful authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who pre-registered for the Virtual

	<p>Meeting will receive only the Confirmation Email for Virtual Meeting.</p> <p>Unitholders who do not receive the Confirmation Emails by 10.00 am on 21 April 2021 (Wednesday), but have pre-registered for the Physical Meeting and/ or the Virtual Meeting by the deadline of 10.00 a.m. on 19 April 2021 (Monday) should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at AGM.TeamE@boardroomlimited.com immediately.</p>
<p>22 April 2021 (Thursday), 10.00 a.m.</p>	<p>Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who have received the Confirmation Email for Physical Meeting will be required to bring their original NRIC/Passport for registration on the day of the AGM. Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who did not receive the Confirmation Email for Physical Meeting or who do not bring their original NRIC/Passport for registration will not be allowed entry into the Physical Meeting.</p> <p>For Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders attending the Virtual Meeting:</p> <ul style="list-style-type: none"> • Click on the link in the Confirmation Email for Virtual Meeting and follow instructions to access the live audio-visual webcast of the AGM proceedings; or • Call the telephone number in the Confirmation Email for Virtual Meeting and follow the instructions to access the live-audio only stream of the AGM proceedings.

In view of the rapidly evolving COVID-19 situation, Unitholders should note that the manner of conduct of the AGM may be subject to further changes at short notice. Unitholders are advised to check ESR-REIT's website at <https://esr-reit.listedcompany.com/meetings.html> and SGXNET regularly for updates. Alternatively, Unitholders may sign up for email alerts here (https://esr-reit.listedcompany.com/email_alerts.html) to receive the latest updates.

We would like to thank all Unitholders for their patience and understanding while we hold the AGM amidst the current COVID-19 pandemic.

Thank you.

Yours sincerely,

Mr. Adrian Chui
 Chief Executive Officer and Executive Director
ESR Funds Management (S) Limited
 (as Manager of ESR-REIT)