

OUE COMMERCIAL REAL ESTATE INVESTMENT TRUST

(Constituted in the Republic of Singapore pursuant to a trust deed dated 10 October 2013 (as amended))

Date: 4 April 2022

Dear Unitholder,

In view of the current COVID-19 situation, we wish to inform you that OUE Commercial Real Estate Investment Trust's ("OUE C-REIT") upcoming Annual General Meeting ("AGM") will be convened and held by way of electronic means, on Tuesday, 26 April 2022 at 2.00 p.m. (Singapore time).

The Notice of AGM and Proxy Form, as well as OUE C-REIT's announcement dated 4 April 2022 which sets out the alternative arrangements for the AGM, will be available for download from OUE C-REIT's website at the URL www.ouect.com, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of the Notice of AGM and Proxy Form will not be sent to holders of the units in OUE C-REIT ("Unitholders").

As part of our environmental initiative and as approved by Unitholders, we are pleased to present to you the electronic copy of OUE C-REIT's annual report for the financial year ended 31 December 2021 ("Annual Report FY 2021"), which has been made available for viewing and download at <https://investor.ouect.com/misc/ar2021.pdf>.

If you wish to receive a printed copy of the Annual Report FY 2021, please complete the Request Form below and return it to us no later than 15 April 2022:

- by post to OUE C-REIT's unit registrar at Boardroom Corporate & Advisory Services Pte. Ltd., 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or
- electronically via email to enquiry@ouect.com.

Kindly note that by providing us with the information required in the Request Form, you agree and acknowledge that we and/or our service provider(s) may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)) for the purpose of processing and effecting your request and in order for us and/or our service provider(s) to comply with any applicable laws, listing rules, regulations and/or guidelines.

Yours faithfully,
For and on behalf of
OUE Commercial REIT Management Pte. Ltd.
(as manager of OUE C-REIT)

Kelvin Chua
Company Secretary

REQUEST FORM

To: OUE Commercial REIT Management Pte. Ltd.
(as manager of OUE C-REIT)

Please send me/us a printed copy of OUE C-REIT's Annual Report FY 2021

Name(s) of Unitholder(s): _____

Address: _____

Signature(s): _____

The Units are held by me/us under or through:

CDP Securities Account No.:

CPFIS Account No.:

Contact No.:

Email Address:

Date:

Note: We regret that incomplete or incorrectly completed forms will not be processed.

First fold (this flap for sealing)



COMMERCIAL
REIT

**BUSINESS REPLY SERVICE
PERMIT No. 09222**



OUE Commercial REIT Management Pte. Ltd.

(as manager of OUE Commercial
Real Estate Investment Trust)

c/o Unit Registrar

Boardroom Corporate & Advisory Services Pte. Ltd.

1 Harbourfront Avenue

#14-07 Keppel Bay Tower

Singapore 098632

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Glue all sides firmly. Stapling & spot sealing is disallowed.

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