(a real estate investment trust constituted on 10 October 2013 under the laws of the Republic of Singapore)

ANNUAL GENERAL MEETING TO BE HELD ON 21 MAY 2020

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1. **Background:** OUE Commercial REIT Management Pte. Ltd., the manager of OUE Commercial Real Estate Investment Trust ("**OUE C-REIT**", and the manager of OUE C-REIT, the "**Manager**"), refers to:

   (i) its announcement of 7 April 2020 stating that it had applied to and obtained the approval of Singapore Exchange Securities Trading Limited (the "**SGX-ST**") for an extension of time until 30 June 2020 for OUE C-REIT to hold its annual general meeting in respect of the financial year ended 31 December 2019 ("**AGM**");

   (ii) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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, tele-conferencing or other electronic means; and

   (iii) 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 was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts.

2. **Date, time and conduct of AGM:** The Manager wishes to announce that pursuant to the Order, the AGM will be convened and held by way of electronic means, on Thursday, 21 May 2020 at 2.00 p.m. (Singapore time).

   The Manager's Chairman, Mr Lee Yi Shyan, and Chief Executive Officer, Ms Tan Shu Lin, will conduct the proceedings of the AGM and address substantial and relevant questions which holders of units in OUE C-REIT ("**Units**" and the holders of Units, the "**Unitholders**") have submitted in advance.

3. **Notice of AGM and proxy form:** The Notice of AGM and proxy form will be sent to Unitholders solely by electronic means via publication on 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 these documents will not be sent to unitholders.

4. **No personal attendance at AGM:** Due to the current COVID-19 restriction orders in Singapore, **Unitholders will not be able to attend the AGM in person**.

5. **Alternative arrangements for participation at the AGM:** The following are the alternative arrangements which have been put in place for the AGM:

   (i) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream:

   Unitholders will be able to watch these proceedings through a live audio-visual webcast via their mobile phones, tablets or computers or listen to these proceedings through a live audio-only stream via telephone. In order to do so, Unitholders must follow these steps:

   - Unitholders must pre-register at the URL https://ouect.com/agm2020-registration by 2.00 p.m. on 19 May 2020.

     Following authentication of the Unitholders' status, authenticated Unitholders will receive email instructions on how to access the webcast and audio stream of the AGM proceedings by 2.00 p.m. on 20 May 2020.

   - Unitholders who do not receive an email by 2.00 p.m. on 20 May 2020, but who have registered by the 19 May 2020 deadline, should contact OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9564 / 580 / 586.

   (ii) submitting questions in advance of the AGM:

   Unitholders who pre-register to access the webcast or audio stream may also submit questions related to the resolutions to be tabled for approval at the AGM:

   - All questions must be submitted by 2.00 p.m. on 18 May 2020:

     - via the pre-registration website at the URL https://ouect.com/agm2020-registration; or

     - by completing the Submission of Questions Form provided by the Manager on OUE C-REIT's website at the URL www.ouect.com and on the SGX website at the URL https://www.sgx.com/securities/company-announcements and sending the same in hard copy by post to the office of OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623 or electronically via email to srs.teamd@boardroomlimited.com. A Unitholder who wishes to submit the form must first download, complete and sign the form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above. **In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for Unitholders to submit completed forms by post, Unitholders are strongly encouraged to submit completed forms electronically via email.**

- The Manager will endeavour to address substantial questions relating to the resolutions to be tabled for approval at the AGM as received from Unitholders during the AGM. Where substantial and relevant questions submitted by unitholders are not addressed at the AGM as there may not be sufficient time to address all such questions during the AGM itself, the Manager will endeavour to publish the responses to those questions which the Management and the Board are unable to address during the AGM on SGXNet and OUE C-REIT's website prior to the AGM.

- The Manager will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNet and OUE C-REIT's website, and the minutes will include the responses to the questions referred to above.

- Please note that Unitholders will not be able to ask questions at the AGM "live" during the webcast and the audio stream, and therefore it is important for Unitholders to pre-register their participation in order to be able to submit their questions in advance of the AGM.

(iii) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

Unitholders will not be able to vote online on the resolutions to be tabled for approval at the AGM. Instead, if Unitholders (whether individual or corporate) wish to exercise their votes, they must submit a proxy form to appoint the Chairman of the AGM to vote on their behalf:

- Unitholders (whether individual or corporate) appointing the Chairman of the AGM as proxy must give specific instructions as to his manner of voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the AGM as proxy for that resolution will be treated as invalid.

- The proxy form can be submitted in hard copy form or by email:

  - if in hard copy, sent by post to the office of OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623; or

  - if by email, the proxy form must be received by Boardroom Corporate & Advisory Services Pte. Ltd. at srs.teamd@boardroomlimited.com

  in either case, by 2.00 p.m. on 19 May 2020.

- CPF/SRS investors who wish to appoint the Chairman of the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 11 May 2020.

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

Key dates	Actions
29 April 2020 (Wednesday)	Unitholders may begin to pre-register at https://ouect.com/agm2020-registration for live audio-visual webcast/live audio-only stream of the AGM proceedings
5.00 p.m. on 11 May 2020 (Monday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
2.00 p.m. on 18 May 2020 (Monday)	Deadline for Unitholders to submit questions in advance
2.00 p.m. on 19 May 2020 (Tuesday)	Deadline for Unitholders to: • pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; and • submit proxy forms
2.00 p.m. on 20 May 2020 (Wednesday)	Authenticated Unitholders will receive an email which will contain user ID and password details, as well as instructions on how to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings (the "**Confirmation Email**"). Unitholders who do not receive the Confirmation Email by 2.00 p.m. on 20 May 2020, but have registered by the 19 May 2020 deadline should contact OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9564 / 580 / 586.
2.00 p.m. on 21 May 2020 (Thursday)	• Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings

7. **Annual Report 2019 and Letter to Unitholders:** The Annual Report 2019 and the Appendix to Unitholders dated 29 April 2020 (in relation to the proposed adoption of the unit buy-back mandate) have been published on OUE C-REIT's website, and may be accessed as follows:

   (i) the Annual Report 2019 may be accessed at the URL https://investor.ouect.com/misc/ar2019; and

(ii) the Appendix to Unitholders dated 29 April 2020 may be accessed at the URL https://investor.ouect.com/agm_egm.html.

8. **Further information:** For more information, Unitholders can contact the Manager at enquiry@ouect.com or OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9564 / 580 / 586.

9. **Important reminder: Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Unitholders should check OUE C-REIT's website at the URL www.ouect.com for the latest updates on the status of the AGM.**

The Manager would like to thank all Unitholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Jackie Thia
Company Secretary
29 April 2020