NOTIFICATION & REQUEST FORM



SUNTEC REAL ESTATE INVESTMENT TRUST

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

27 March 2024

Dear Unitholder,

Notice of Annual General Meeting and Annual Report 2023

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, 18 April 2024 at 2.30 p.m. (Singapore Time). We have published our Annual Report 2023 (the "Annual Report"), Notice of Annual General Meeting ("Notice of AGM"), Appendix to the Notice of AGM ("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 2023"

(ii) Notice of AGM, Appendix and Proxy Form - https://suntecreit.listedcompany.com/agm-egm.html by clicking on the link for "Notice of AGM and Appendices" under 2024 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 will <u>not</u> be sent to Unitholders. However, if you wish to receive a printed copy of the Annual Report before the AGM, please kindly complete the Request Form below and return it to us no later than **5.00 p.m. on 8 April 2024** by mail using the envelope enclosed, or email to srs.requestform@boardroomlimited.com.

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Accompanying this Request Form is a printed copy of the Notice of AGM and Appendix dated 27 March 2024 and the Proxy Form for unitholders' ease of submission.

Yours faithfully For and on behalf of ARA 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: ARA 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. 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.

Name(s) of Unitholder(s):

1 6 8 1	
CDP Securities Account Number:	
CPFIS Account	
Address:	
Signature(s):	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 administrating 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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Postage will be paid by addressee. For posting in Singapore only.

BUSINESS REPLY SERVICE PERMIT NO. 09525

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HSBC INSTITUTIONAL TRUST SERVICES (SINGAPORE) LIMITED C/O 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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