SoilBuild
BUSINESS SPACE REIT

SB REIT MANAGEMENT PTE. LTD.
(The Manager of Soilbuild Business Space REIT)
UEN201224644N

*Note: This is a printed copy of the letter to unitholders of Soilbuild REIT ("**Unitholders**") published on SGXNET and on Soilbuild REIT's website at https://soilbuildreit.com, on 10 June 2020. This printed copy has been sent to Unitholders solely for their information and convenience.*

10 June 2020

Dear Unitholders,

SOILBUILD REIT TO CONDUCT LIVE WEBCAST OF THE SEVENTH ANNUAL GENERAL MEETING ("AGM") AND EXTRAORDINARY GENERAL MEETING ("EGM") DURING ELEVATED SAFE DISTANCING PERIOD

The Government has issued the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 to put in place elevated safe distancing measures to curb the increasing spread of COVID-19, which includes the cancellation and deferment of all events and gatherings, regardless of size. In view of elevated safe distancing measures, Soilbuild REIT will be conducting the AGM and EGM wholly by electronic means in accordance with 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**") and the Joint Statement of the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation issued on 13 April 2020 (and updated on 27 April 2020) titled "Additional Guidance on the Conduct of General Meetings During Elevated Safe Distancing Period" (the "**Joint Guidance**"). Unitholders are strongly encouraged to view the proceedings online via their mobile devices or computers.

(a) **Attendance in Person**: The AGM and EGM will be conducted only by electronic means and Unitholders will not be able to physically attend the AGM and EGM. The proceedings of the AGM and EGM will be broadcast through a "live" webcast comprising both video (audio-visual) and audio-only feeds. Please pre-register for the "live" webcast if you wish to attend the AGM and EGM.

(b) **Live Audio and Video Webcast**: All Unitholders as well as investors who hold Units through Central Provident Fund ("**CPF**") and Supplementary Retirement Scheme ("**SRS**") ("**CPF/SRS investors**") and persons who hold Units through a Relevant Intermediary (as defined in the trust deed constituting Soilbuild REIT (as amended) ("**Relevant Intermediary Unitholders**") and who wish to follow the proceedings of the AGM and EGM through the "live" webcast must **pre-register online at https://soilbuildreitagm.listedcompany.com/2020agm by 23 June 2020, 2.00 p.m.** for verification purposes. Following successful verification, details on how to join the webcast will be sent to you before the AGM and EGM.

(c) **Submission of Questions**: All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders will not be able to ask questions "live" via the webcast. All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders can submit questions relating to the business of the AGM and EGM **up till 23 June 2020, 2.00 p.m.** (being 48 hours before the time appointed for holding the AGM and EGM) via electronic mail to our Investor Relations team at SBReit_IR@soilbuild.com or by post addressed to Investor Relations (Soilbuild REIT) at 23 Defu South Street 1, Singapore 533847. When sending in your questions, for our verification purposes, please also provide us with your full name, NRIC/FIN/Passport number, contact telephone number and 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). Questions must reach the email address or address specified in the preceding sentence not less than 48 hours before the time appointed for the holding of the AGM and EGM. Soilbuild REIT will endeavour to respond to substantial and relevant questions either prior to the AGM and EGM (via an announcement on SGXNET and Soilbuild REIT's website) or at the AGM and EGM. 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 are strongly encouraged to submit questions electronically by email.

(d) **Voting**: Unitholders will only be able to vote at the AGM and EGM by appointing the Chairman as proxy to vote on their behalf. Duly completed Proxy Forms must be deposited with Soilbuild REIT (i) via post to the office of the Unit Registrar of Soilbuild REIT at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623, or (ii) via electronic mail to proxyform@soilbuild.com (e.g. enclosing a clear scanned completed and signed Proxy Form in PDF) and must be received by Soilbuild REIT **by 23 June 2020, 2.00 p.m.** (being 48 hours before the time appointed for the holding of the AGM and EGM). Proxy Forms can be downloaded from Soilbuild REIT's website and on the SGX website at URLs https://soilbuildreit.com and https://www.sgx.com/securities/company-announcements, respectively. 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. 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 and EGM. If no specific direction as to voting is given, the Chairman of the AGM and EGM will vote or abstain from voting at his / her discretion.

(e) **Voting by Relevant Intermediary Unitholders and CPF/SRS investors**: Relevant Intermediary Unitholders that 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 working days** before the AGM (i.e. by **16 June 2020**), to ensure that their votes are submitted.

Documents and information relating to the AGM (including the Annual Report, Letter to Unitholders and Proxy Form) and EGM (including the Circular and Proxy Form) have been published on SGXNET (www.sgx.com) and Soilbuild REIT's website (https://soilbuildreit.com). As the COVID-19 situation continues to evolve, we seek your understanding that further measures and/or changes may be implemented at short notice. Unitholders should note that the manner of conduct of the AGM and EGM may be subject to further changes at short notice. We will follow up with updates as necessary by posting material developments via SGXNET and our corporate website at https://soilbuildreit.com. Alternatively, you may sign up for our email alerts here (https://soilbuildreit.listedcompany.com/email_alerts.html) to receive the latest updates.

Thank you for your understanding.

Best regards,

Mr Roy Teo
Chief Executive Officer
SB REIT Management Pte. Ltd.
(as Manager of Soilbuild REIT)