



(Constituted in the Republic of Singapore pursuant to a Trust Deed dated 25 August 2005 (as amended))

ANNOUNCEMENT

11TH ANNUAL GENERAL MEETING OF MAPLETREE COMMERCIAL TRUST TO BE HELD ON 29 JULY 2022

1. Background

Mapletree Commercial Trust Management Ltd., as manager of Mapletree Commercial Trust (“MCT”, and as manager of MCT, the “**Manager**”) refers to:

- (a) the COVID-19 (Temporary Measures) Act 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, teleconferencing or other electronic means and 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 which sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts; and
- (b) the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 (the “**Regulations**”) which were issued by the Minister for Health on 7 April 2020, and which put in place a set of safe management measures to pre-empt increasing local transmission of COVID-19.

2. Date, Time and Conduct of Annual General Meeting

The Manager wishes to announce that pursuant to the Regulations and the Order, MCT’s 11th Annual General Meeting (the “**AGM**”) will be held at 20 Pasir Panjang Road, Mapletree Business City, Town Hall – Auditorium, Singapore 117439 (the “**Physical Meeting**”) and by way of electronic means (the “**Virtual Meeting**”) at **11.00 a.m. on Friday, 29 July 2022 (Singapore Time)**.

The Manager’s Chairman, Mr Tsang Yam Pui, or another Non-Executive Director, and Chief Executive Officer, Ms Sharon Lim, will conduct the proceedings of the AGM. The hybrid format of this AGM serves to facilitate interaction between the Board of Directors of the Manager, the management team of the Manager and Unitholders.

3. Notice of AGM and Proxy Form

Printed copies of the Notice of AGM, the Proxy Form and the Request Form for Unitholders to request for a printed copy of the Annual Report will be sent to holders of units in MCT (“**Units**”) and the holders of Units (the “**Unitholders**”). The Notice of AGM and Proxy Form are also available on MCT’s website at <https://www.mapletreecommercialtrust.com> (“**MCT’s website**”), and on SGX’s website at <https://www.sgx.com/securities/company-announcements> (“**SGX’s website**”).

4. Appointment of Proxies

A Unitholder entitled to attend and vote at the AGM, who is not a relevant intermediary (as defined in Section 181 of the Companies Act 1967), is entitled to appoint one or two proxies to attend and vote in his/her stead. Where a Unitholder appoints more than one proxy, the appointments shall be invalid unless he/she/it specifies the proportion of his/her unitholding (expressed as a percentage of the whole) to be represented by each proxy.

A Unitholder who is a relevant intermediary entitled to attend and vote at the AGM is entitled to appoint more than one proxy to attend and vote instead of the Unitholder, but each proxy must be appointed to exercise the rights attached to a different Unit or Units held by such Unitholder. Where such Unitholder appoints more than one proxy, it should annex to the Proxy Form the list of proxies, setting out, in respect of each proxy, the name, address, email address, NRIC/Passport Number and proportion of unitholding (number of units and percentage) in relation to which each proxy has been appointed. For the avoidance of doubt, a CPF Agent Bank/SRS Operator who intends to appoint CPF/SRS investors as its proxies shall comply with this paragraph. The appointments shall be invalid unless the Unitholder specifies the number of Units in relation to which each proxy has been appointed in the Proxy Form.

Unitholders may also vote at the AGM by appointing the Chairman of the AGM as his/her/its proxy to vote on their behalf.

The Proxy Form must be submitted in the following manner:

- (a) if submitted by post, be lodged at the office of the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or
- (b) if submitted via electronic mail, to attach clear scanned and signed PDF copy of the Proxy Form to the Unit Registrar at srs.teamd@boardroomlimited.com; or
- (c) (only applicable for individuals who hold Units directly with The Central Depository (Pte) Limited) if submitted via pre-registration website at <https://go.lumiengage.com/mctagm2022>, to attach and upload a clear scanned and signed PDF copy of the Proxy Form via the pre-registration website,

in either case, **by 11.00 a.m. on Tuesday, 26 July 2022**, being 72 hours before the time fixed for the AGM.

The Proxy Form may be downloaded from MCT's website. 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.

Completion and return of the Proxy Form shall not preclude a Unitholder from attending, speaking and voting at the AGM. Any appointment of a proxy or proxies shall be deemed to be revoked if a Unitholder attends the Physical Meeting or the Virtual Meeting, and in such event, the Manager reserves the right to refuse to admit any person or persons appointed under the Proxy Form, to the Virtual Meeting or the Physical Meeting (as the case may be).

A Unitholder who wishes to submit an instrument of proxy must complete and sign the Proxy 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.

Unitholders are strongly encouraged to submit completed Proxy Forms electronically via email or via the pre-registration website.

5. Pre-registration Requirements Applicable to All Unitholders

All Unitholders and CPF and SRS investors who wish to attend either the Physical Meeting or the Virtual Meeting are required to pre-register via the pre-registration website at <https://go.lumiengage.com/mctagm2022> from now till **11.00 a.m. on Tuesday, 26 July 2022**, to enable the Manager to verify their status as Unitholders.

Unitholders and CPF and SRS investors who have pre-registered by the **26 July 2022** deadline but did not receive any confirmation email in relation to the Physical Meeting or the Virtual Meeting by **11.00 a.m. on Thursday, 28 July 2022**, should immediately contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9580 / +65 6230 9586 (during office hours) or email at srs.teamd@boardroomlimited.com.

6. Details of the Physical Meeting

Due to the constantly evolving COVID-19 situation in Singapore, the Manager intends to restrict the number of in-person attendees at the Physical Meeting to 350 persons or such other number as the Manager may determine with reference to the applicable Ministry of Health advisories and guidelines.

Unitholders who are appointing Proxyholder(s) to attend the Physical Meeting on his/her/its behalf should pre-register the Proxyholder and specify his/her/its intention to attend the Physical Meeting as well as to submit the completed and signed Proxy Form via the pre-registration website at <https://go.lumiengage.com/mctagm2022> by **11.00 a.m. on Tuesday, 26 July 2022**, being 72 hours before the time fixed for the AGM, failing which the appointment shall be invalid.

Unitholders, Proxyholders and CPF and SRS investors who wish to attend the Physical Meeting in person are required to note the following:

(a) Pre-registration

- (i) when pre-registering, to select the option to indicate their interest to attend the Physical Meeting in person (see paragraph 5 above for further details on pre-registration requirements);
- (ii) if more than 350 persons have pre-registered their interest to attend the Physical Meeting, the Manager shall conduct a balloting process to determine the Unitholders, Proxyholders and CPF and SRS investors who shall be entitled to attend the Physical Meeting;
- (iii) if successful, authenticated Unitholders, Proxyholders and CPF and SRS investors will by **11.00 a.m. on Thursday, 28 July 2022** receive a confirmation email for the Physical Meeting containing details as well as instructions on attending the Physical Meeting (the

“**Confirmation Email for Physical Meeting**”). Such Unitholders, Proxyholders and CPF and SRS investors will be required to bring their original NRIC/Passport for registration on the day of the AGM. In the event the Unitholders, Proxyholders and CPF and SRS investors are unable to attend the Physical Meeting for unforeseen reasons, they may attend the Virtual Meeting through the login credentials in the Confirmation Email for Physical Meeting.

- (iv) Authenticated Unitholders, Proxyholders and CPF and SRS investors who are not successful in registering for the Physical Meeting will also receive a notification email containing the login credentials for the Virtual Meeting. Unitholders, Proxyholders and CPF and SRS investors who did not receive the Confirmation Email for Physical Meeting will not be allowed entry into the Physical Meeting.

(b) Raising Questions

Unitholders, Proxyholders and CPF and SRS investors attending the Physical Meeting will be able to:

- (i) submit questions in advance of the AGM (see paragraph 7(b)(ii) below for further details); and
- (ii) raise questions at the Physical Meeting.

(c) Voting at the AGM

Live voting will be conducted during the AGM for Unitholders and Proxyholders attending the Physical Meeting or the Virtual Meeting. Unitholders and CPF and SRS investors may also vote at the AGM by appointing the Chairman of the AGM as his/her/its proxy to vote on their behalf (see paragraphs 8 and 9 below for further details on voting at the AGM).

Unitholders, Proxyholders and CPF and SRS who are feeling unwell on the date of the AGM are advised not to attend the Physical Meeting.

Due to the constantly evolving COVID-19 situation in Singapore, the Manager may be required to change the arrangements for the AGM at short notice. Unitholders should check MCT’s website for the latest updates on the status of the AGM.

7. Details of the Virtual Meeting

Unitholders, Proxyholders and CPF and SRS investors attending the Virtual Meeting will be able to observe and/or listen to the AGM proceedings through the Live Webcast via their mobile phones, tablets or computers.

Unitholders who are appointing Proxyholder(s) to attend the Virtual Meeting on his/her/its behalf should pre-register the Proxyholder and specify his/her/its intention to attend the Virtual Meeting as well as to submit the completed and signed Proxy Form via the pre-registration website at <https://go.lumiengage.com/mctagm2022> by **11.00 a.m. on Tuesday, 26 July 2022**, being 72 hours before the time fixed for the AGM, failing which the appointment shall be invalid.

Unitholders, Proxyholders and CPF and SRS investors may participate in the Virtual Meeting via the following arrangements:

(a) Observing and/or Listening to the AGM Proceedings via the Live Webcast

Unitholders, Proxyholders and CPF and SRS investors will be able to observe and/or listen to the AGM proceedings through the Live Webcast via their mobile phones, tablets or computers. (See paragraph 5 above for further details on pre-registration requirements).

(b) Submitting Questions

(i) Submitting questions during the AGM via the Live Webcast

Unitholders, Proxyholders and CPF and SRS investors will be able to ask questions at the AGM by submitting text-based questions through the live audio-visual webcast via the online chat box within a prescribed time limit; or

(ii) Submitting questions in advance of the AGM

Unitholders and CPF and SRS investors are also encouraged to submit questions relating to the resolutions to be tabled for approval at the AGM, in advance of the AGM, in the following manner:

- Questions must be submitted in the following manner by **11.00 a.m. on Tuesday, 26 July 2022**:
 - a) via the pre-registration website at **<https://go.lumiengage.com/mctagm2022>**;
or
 - b) via email to the Manager, at **enquiries_mct@mapletree.com.sg**.
- Unitholders and CPF and SRS investors who submit questions via email must provide the following information for authentication:
 - (1) the Unitholder's full name;
 - (2) the Unitholder's address; and
 - (3) the manner in which the Unitholder holds Units (e.g., via The Central Depository (Pte) Limited, CPF or SRS).

(iii) Addressing questions

The Manager will endeavour to address all substantial and relevant questions submitted in advance of the AGM, either prior to or during the AGM. However, as there may not be sufficient time to address all such questions during the AGM itself, the Manager will publish the responses to those questions which the Manager will not be addressing during the AGM, on MCT's website and on SGX's website prior to the AGM. The Manager will publish the minutes of the AGM on MCT's website and on SGX's website, and the minutes will

include the responses to the substantial and relevant questions which are addressed during the AGM.

(c) Voting at the AGM

Live voting will be conducted during the AGM for Unitholders and Proxyholders attending the Virtual Meeting. Unitholders and CPF and SRS investors may also vote at the AGM by appointing the Chairman of the AGM as his/her/its proxy to vote on their behalf (see paragraphs 8 and 9 below for further details on voting at the AGM).

8. Voting at the AGM

Live voting will be conducted during the AGM for Unitholders and Proxyholders attending the Physical Meeting or the Virtual Meeting. It is important for Unitholders and Proxyholders to bring their own web-browser enabled devices for voting at the Physical Meeting or have their own web-browser enabled devices ready for voting during the Virtual Meeting.

- (a) Live voting: Unitholders and Proxyholders attending the Physical Meeting or the Virtual Meeting may cast their votes in real time for each resolution to be tabled via the Live Webcast through the login credentials in the Confirmation Email for Physical Meeting and/or Virtual Meeting. Unitholders and Proxyholders will have the opportunity to cast their votes via the live voting feature. Unitholders and Proxyholders must bring a web-browser enabled device in order to cast their vote.
- (b) Voting via appointing the Chairman of the AGM as Proxy: As an alternative to the above, Unitholders may also vote at the AGM by appointing the Chairman of the AGM as his/her/its proxy to vote on their behalf. Please refer to paragraph 4 above for the manner of submission.

9. Relevant Intermediaries

Persons who hold Units through relevant intermediaries, and who wish to participate in the AGM by (a) attending the Physical Meeting; (b) observing and/or listening to the AGM proceedings through the Live Webcast; (c) submitting questions in advance of the AGM; (d) submitting questions during the AGM and/or (e) voting at the AGM, should contact the relevant intermediary through which they hold such Units as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

In addition, CPF and SRS investors:

- (a) may vote live via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or
- (b) may appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **11.00 a.m. on Wednesday, 20 July 2022**, being seven working days before the date of the AGM.

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

Key dates	Actions
Thursday, 7 July 2022	Unitholders and CPF and SRS investors may begin to pre-register for the Physical Meeting or the Virtual Meeting.
11.00 a.m. on Wednesday, 20 July 2022	Deadline for CPF and 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.
11.00 a.m. on Tuesday, 26 July 2022	<p>(a) Deadline for Unitholders, Proxyholders and CPF and SRS investors to:</p> <ul style="list-style-type: none"> • pre-register for the Physical Meeting; • pre-register for the Virtual Meeting; and • submit questions in advance of the AGM. <p>(b) Deadline for Unitholders to submit proxy forms (via post to the Unit Registrar's office, email at srs.teamd@boardroomlimited.com or via the pre-registration website at https://go.lumiengage.com/mctagm2022).</p>
11.00 a.m. on Thursday, 28 July 2022	<ul style="list-style-type: none"> • Authenticated Unitholders, Proxyholders and CPF and SRS investors who have pre-registered for the Physical Meeting will receive the Confirmation Email for Physical Meeting containing details as well as instruction on attending the Physical Meeting. • Authenticated Unitholders, Proxyholders and CPF and SRS investors who have pre-registered for the Virtual Meeting will receive the Confirmation Email for Virtual Meeting via the e-mail address provided during pre-registration or as indicated in the Proxy Form. • Unitholders and CPF and SRS investors who have not received the Confirmation Email for Physical Meeting or the Confirmation Email for Virtual Meeting by 11.00 a.m. on Thursday, 28 July 2022, but have pre-registered by the 11.00 a.m. on Tuesday, 26 July 2022 deadline should immediately contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9580 / +65 6230 9586 (during office hours) or email at srs.teamd@boardroomlimited.com.
11.00 a.m. on Friday, 29 July 2022	<ul style="list-style-type: none"> • Unitholders, Proxyholders and CPF and SRS investors with the Confirmation Email for Physical Meeting to attend the Physical Meeting. • Unitholders, Proxyholders and CPF and SRS investors with the Confirmation Email for Virtual Meeting, please follow the instructions set out in the Confirmation Email for Virtual Meeting to attend the Virtual Meeting.

11. For more information, Unitholders can contact the Manager at **enquiries_mct@mapletree.com.sg** or the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9580 / +65 6230 9586 (during office hours) or email at **srs.teamd@boardroomlimited.com**.

12. Due to the constantly evolving COVID-19 situation in Singapore, the Manager may be required to change the arrangements for the AGM at short notice. Unitholders should check MCT's website for the latest updates on the status of the AGM.

By Order of the Board

Wan Kwong Weng
Joint Company Secretary
Mapletree Commercial Trust Management Ltd.
(Company Registration No. 200708826C)
As Manager of Mapletree Commercial Trust

7 July 2022

IMPORTANT NOTICE

This Announcement is for information only and does not constitute an invitation or offer to acquire, purchase or subscribe for Units. The value of Units and the income derived from them may fall as well as rise. Units are not obligations of, deposits in, or guaranteed by, the Manager, or any of its affiliates. An investment in Units is subject to investment risks, including the possible loss of the principal amount invested.

Investors have no right to request the Manager to redeem their Units while the Units are listed. It is intended that Unitholders of MCT may only deal in their Units through trading on the Singapore Exchange Securities Trading Limited ("**SGX-ST**"). Listing of the Units on the SGX-ST does not guarantee a liquid market for the Units.

The past performance of MCT is not necessarily indicative of the future performance of MCT.

The information in this Announcement must not be published outside the Republic of Singapore and in particular, but without limitation, must not be published in any United States edition of any publication.