

(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 20 APRIL 2023

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:
 - (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, tele-conferencing or other electronic means;
 - (b) 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 sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts; and
 - (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), read together with the FAQs on "The Holding of General Meetings" issued by Singapore Exchange on 23 May 2022, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of Annual General Meeting:** The Manager is pleased to announce that pursuant to the Order, the annual general meeting ("**AGM**") will be convened and held by way of electronic means on **Thursday, 20 April 2023 at 2.00 p.m.** (Singapore time).

Representative(s) from the Board of Directors of the Manager will conduct the proceedings of the AGM.
3. **Notice of AGM and proxy form:** The Notice of AGM and the proxy form will be sent to unitholders of OUE C-REIT (the "**Unitholders**") solely by electronic means via publication on OUE C-REIT's website and the SGX website¹. Printed copies of these documents will not be sent to Unitholders.
4. **No personal attendance at AGM:** As the AGM will be conducted in an electronic format, **Unitholders, including CPF and SRS investors, will not be able to attend the AGM in person.**

¹ The Notice of AGM and proxy form may be accessed at OUE C-REIT's website at the URL <https://www.ouect.com> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

To facilitate Unitholders' engagement, the Manager will implement real-time remote electronic voting ("live" voting) and real-time electronic communications ("live" Q&A) at the AGM.

5. Alternative arrangements for participation in the AGM: Unitholders, including CPF and SRS Investors, may participate in the AGM by:

- (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions to the Chairman of the AGM in advance of, or "live" at, the AGM; and/or
- (c) voting at the AGM (i) "live" by the Unitholders themselves or their duly appointed third party proxy(ies) (i.e., persons other than the Chairman of the AGM)² via electronic means; (ii) "live" by the CPF or SRS investors themselves via electronic means if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators; or (iii) by appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM.

Details of the steps for pre-registration, submission of questions and voting at the AGM by Unitholders, including CPF and SRS investors, are set out in the Appendix to this announcement.

In particular, CPF and SRS investors should note that they (i) 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 (ii) 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 **5.00 p.m. on Monday, 10 April 2023**.

6. Pre-registration: Unitholders (including CPF and SRS Investors) who wish to observe and/or listen to the live audio-visual webcast or live audio-only stream of the AGM proceedings must pre-register themselves for the AGM at the pre-registration website at the URL <https://ouect.com/agm2023-registration> from **Wednesday, 29 March 2023** up to **2.00 p.m. on Tuesday, 18 April 2023** to enable the Manager to verify their status.

Unitholders (other than CPF and SRS investors) who wish to appoint a third party proxy(ies) (i.e., persons other than the Chairman of the AGM) and who submit instruments appointing a third party proxy(ies) by post or via email, do not need to pre-register their proxy(ies) at the pre-registration website, as the Manager will arrange for validly appointed third party proxy(ies) to be pre-registered on such Unitholders' behalf.

Please note that the pre-registration website and live audio-visual webcast are not supported by Internet Explorer. Unitholders are advised to use the latest versions of Chrome, Safari, Edge or Firefox to access the pre-registration website and live audio-visual webcast.

7. Persons who hold units in OUE C-REIT ("Units") through relevant intermediaries: Persons who hold Units through relevant intermediaries (as defined in Section 181 of the Companies Act

² For the avoidance of doubt, CPF and SRS Investors will not be able to appoint third party proxy(ies) (i.e., persons other than the Chairman of the AGM) to attend, speak and/or vote at the AGM on their behalf.

1967 of Singapore), other than CPF and SRS investors, and who wish to participate in the AGM by:

- (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions to the Chairman of the AGM in advance of, or "live" at, the AGM; and/or
- (c) voting at the AGM (i) "live" via electronic means; or (ii) by appointing a proxy to vote on their behalf at the AGM,

should contact the relevant intermediary through which they hold such Units as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

8. **Annual Report 2022 and Letter to Unitholders:** The annual report for the financial year ended 31 December 2022 (the "Annual Report 2022") and the Letter to Unitholders dated 29 March 2023 (in relation to the proposed renewal of the unit buy-back mandate) may be accessed at OUE C-REIT's website at the URL <https://www.ouect.com>. Requests for a physical copy of the Annual Report 2022 should be made by submitting the Request Form to the Manager no later than **Wednesday, 12 April 2023** (i) electronically via email to enquiry@ouect.com or (ii) by post to the Manager's office at 333 Orchard Road, #33-01, Singapore 238867.

The above documents may also be accessed at the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

9. **Key dates/deadlines:** In summary, the key dates/deadlines which Unitholders should take note of are set out in the table below:

Key dates	Actions
29 March 2023 (Wednesday)	<p>Unitholders (including CPF and SRS Investors) may begin to pre-register themselves for the AGM at the pre-registration website at the URL https://ouect.com/agm2023-registration.</p> <p>Unitholders (other than CPF and SRS investors) who wish to appoint a third party proxy(ies) (i.e., persons other than the Chairman of the AGM) and who submit instruments appointing a third party proxy(ies) by post or via email, do not need to pre-register their proxy(ies) at the pre-registration website, as the Manager will arrange for validly appointed third party proxy(ies) to be pre-registered on such Unitholders' behalf.</p> <p>Please note that the pre-registration website and live audio-visual webcast are not supported by Internet Explorer. Unitholders are advised to use the latest versions of Chrome, Safari, Edge or Firefox to access the pre-registration website and live audio-visual webcast.</p>
2.00 p.m. on 6 April 2023 (Thursday)	Deadline for Unitholders (including CPF and SRS investors) to submit questions in advance of the AGM.

<p>5.00 p.m. on 10 April 2023 (Monday)</p>	<p>Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM to approach their respective CPF Agent Banks or SRS Operators to submit their votes.</p>
<p>After trading hours on 14 April 2023 (Friday)</p>	<p>The Manager will publish its responses to the substantial and relevant questions submitted by Unitholders by the 6 April 2023 deadline on OUE C-REIT's website at the URL https://www.ouect.com and the SGX website at the URL https://www.sgx.com/securities/company-announcements.</p>
<p>2.00 p.m. on 18 April 2023 (Tuesday)</p>	<p>Deadline for Unitholders to:</p> <ul style="list-style-type: none"> • pre-register for the AGM; and • submit instruments appointing a proxy(ies).
<p>7.00 p.m. on 19 April 2023 (Wednesday)</p>	<p>Authenticated Unitholders (including CPF and SRS investors) and, where applicable, their appointed proxy(ies), who have (or have been) pre-registered will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the "Confirmation Email").</p> <p>Unitholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies) who do not receive the Confirmation Email by 7.00 p.m. on Wednesday, 19 April 2023, but have, where applicable, pre-registered by the 18 April 2023 deadline, should contact OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9586 or +65 6230 9768, between 8.30 a.m. and 12.00 p.m. (noon) on Thursday, 20 April 2023.</p>
<p>Date and time of AGM – 2.00 p.m. on 20 April 2023 (Thursday)</p>	<ul style="list-style-type: none"> • Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number in the Confirmation Email and follow the instructions to access the live audio-only stream of the AGM proceedings. <p>Unitholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies) must access the AGM proceedings via the live audio-visual webcast in order to submit questions and/or vote "live" at the AGM.</p>

10. 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 9586 or +65 6230 9768, during business hours from 8.30 a.m. to 5.30 p.m..

11. **Important reminder:** Unitholders are reminded to check OUE C-REIT's website at the URL <https://www.ouect.com> or the SGX's website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

By Order of the Board

Kelvin Chua
Company Secretary

OUE Commercial REIT Management Pte. Ltd.

(Company Registration Number: 201327018E)

(as Manager of OUE Commercial Real Estate Investment Trust)

29 March 2023

APPENDIX

Steps for pre-registration, submission of questions and voting at the AGM

Unitholders, including CPF and SRS investors, will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast via their mobile phones, tablets or computers or through a live audio-only stream via telephone, submit questions in advance of, or "live" at, the AGM and/or vote at the AGM (i) "live" by the Unitholders themselves or their duly appointed third party proxy(ies) (i.e., persons other than the Chairman of the AGM)³ via electronic means; (ii) "live" by the CPF or SRS investors themselves via electronic means if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators; or (iii) by appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Pre-registration	<p>Unitholders (including CPF and SRS investors) who wish to observe and/or listen to the live audio-visual webcast or live audio-only stream of the AGM proceedings must pre-register themselves for the AGM at the pre-registration website at the URL https://ouect.com/agm2023-registration from Wednesday, 29 March 2023 up to 2.00 p.m. on Tuesday, 18 April 2023 to enable the Manager to verify their status.</p> <p>Unitholders (other than CPF and SRS investors) who wish to appoint a third party proxy(ies) (i.e. persons other than the Chairman of the AGM) and who submit instruments appointing a third party proxy(ies) by post or via email, do not need to pre-register their proxy(ies) at the pre-registration website, as the Manager will arrange for validly appointed third party proxy(ies) to be pre-registered on such Unitholders' behalf.</p> <p>Please note that the pre-registration website and live audio-visual webcast are not supported by Internet Explorer. Unitholders are advised to use the latest versions of Chrome, Safari, Edge or Firefox to access the pre-registration website and live audio-visual webcast.</p> <p>Following the verification, authenticated Unitholders (including CPF and SRS investors) or, where applicable, their duly appointed proxy(ies), who have (or have been) pre-registered will receive the Confirmation Email by 7.00 p.m. on Wednesday, 19 April 2023. The Confirmation Email will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Unitholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies) who do not receive the Confirmation Email by 7.00 p.m. on Wednesday, 19 April 2023, but have, where applicable, pre-registered by the 18 April 2023 deadline, should contact OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230</p>

³ See footnote 2 above.

No.	Steps	Details
		9586 or +65 6230 9768, between 8.30 a.m. and 12.00 p.m. (noon) on Thursday, 20 April 2023.
2.	Submit questions in advance of, or "live" at, the AGM	<p>Unitholders, including CPF and SRS investors, can submit questions in advance of, or "live" at, the AGM.</p> <p>Submission of substantial and relevant questions in advance of the AGM. Unitholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the AGM, in advance of the AGM, in the following manner:</p> <p>(a) Via the pre-registration website. Unitholders who pre-register for the AGM may submit their questions via the pre-registration website at the URL https://ouect.com/agm2023-registration; or</p> <p>(b) By submitting the question form:</p> <p>(i) Via email. Unitholders may submit completed question forms via email to OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at srs.teamd@boardroomlimited.com; or</p> <p>(ii) By post. Unitholders may submit completed question forms by post to OUE C-REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.</p> <p>The question form may be accessed at OUE C-REIT's website at the URL https://www.ouect.com or the SGX website at the URL https://www.sgx.com/securities/company-announcements. A Unitholder who wishes to submit questions via email or by post must first download, complete and sign the question form, before scanning and sending it via email to the email address provided above, or before submitting it by post to the address provided above.</p> <p>Deadline to submit questions in advance of the AGM. All questions submitted in advance of the AGM via any of the above channels must be submitted by 2.00 p.m. on Thursday, 6 April 2023.</p> <p>Submission of substantial and relevant questions "live" at the AGM. Unitholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), can also ask the Chairman of the AGM substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, "live" at the AGM, by submitting relevant text-based questions via the online platform hosting the audio-visual webcast.</p>

No.	Steps	Details
		<p>Unitholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to ask questions "live" at the AGM must, in the case of Unitholders (including CPF and SRS investors), first pre-register themselves at the pre-registration website at the URL https://ouect.com/agm2023-registration, and, in the case of validly appointed third party proxies, first be pre-registered on the appointing Unitholders' behalf.</p> <p>Unitholders (including CPF and SRS investors) and, where applicable, appointed proxies must access the AGM proceedings via the live audio-visual webcast in order to ask questions "live" at the AGM, and will not be able to do so via the live audio-only stream of the AGM proceedings.</p> <p>Addressing questions. We will address substantial and relevant questions received from Unitholders by the 6 April 2023 deadline by publishing our responses to such questions on OUE C-REIT's website at the URL https://www.ouect.com and the SGX website at the URL https://www.sgx.com/securities/company-announcements after trading hours on Friday, 14 April 2023. We will address any subsequent clarifications sought, or substantial and relevant follow-up questions (which are related to the resolutions to be tabled for approval at the AGM) received after the 6 April 2023 deadline for the submission of questions in advance of the AGM which have not already been addressed prior to the AGM, as well as those substantial and relevant text-based questions received "live" at the AGM itself, during the AGM through the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</p> <p>Minutes of AGM. We will publish the minutes of the AGM on OUE C-REIT's website and the SGX website within one month from the date of the AGM, and the minutes will include the responses to substantial and relevant questions from Unitholders which are addressed during the AGM.</p>
3.	Vote "live", or submit instruments appointing a proxy(ies) to vote "live", at the AGM	<p>Unitholders who wish to exercise their voting rights at the AGM may:</p> <p>(a) vote "live" via electronic means at the AGM or appoint a third party proxy(ies) (i.e., persons other than the Chairman of the AGM)⁴ to vote "live" via electronic means at the AGM on their behalf; or</p> <p>(b) appoint the Chairman of the AGM as their proxy to vote on their behalf at the AGM.</p>

⁴ See footnote 2 above.

No.	Steps	Details
		<p>Pre-register to vote "live" at the AGM. Unitholders (including CPF and SRS investors) and, where applicable, appointed proxies who wish to vote "live" at the AGM must, in the case of Unitholders (including CPF and SRS investors), first pre-register themselves at the pre-registration website at the URL https://ouect.com/agm2023-registration, and, in the case of validly appointed third party proxies, be pre-registered on the appointing Unitholders' behalf.</p> <p>Unitholders (other than CPF and SRS investors) who wish to appoint a third party proxy(ies) (i.e., persons other than the Chairman of the AGM) and who submit instruments appointing a third party proxy(ies) via the pre-registration website, must also pre-register their proxy(ies) via that website. Unitholders who submit instruments appointing a third party proxy(ies) by post or via email do not need to pre-register their proxy(ies), as the Manager will arrange for validly appointed third party proxy(ies) to be pre-registered on such Unitholders' behalf.</p> <p>Unitholders (including CPF and SRS investors) and, where applicable, appointed proxies must access the AGM proceedings via the live audio-visual webcast in order to vote "live" at the AGM, and will not be able to do so via the live audio-only stream of the AGM proceedings.</p> <p>Submission of instruments appointing a proxy(ies). The instrument appointing a proxy(ies) must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged at the Unit Registrar's office, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</p> <p>(b) if submitted electronically, be submitted:</p> <p>(i) via email to OUE C-REIT's Unit Registrar at srs.teamd@boardroomlimited.com; or</p> <p>(ii) via the pre-registration website at the URL https://ouect.com/agm2023-registration,</p> <p>in each case, by 2.00 p.m. on Tuesday, 18 April 2023.</p> <p>A Unitholder who wishes to submit an instrument appointing a proxy(ies) must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and submitting it via email to the email address provided above or via the pre-registration website at the URL provided above. The Proxy Form may be downloaded from OUE C-REIT's website at the URL https://www.ouect.com or the SGX website at the URL https://www.sgx.com/securities/company-announcements.</p>

No.	Steps	Details
		<p>CPF and SRS Investors. CPF and SRS Investors:</p> <p>(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</p> <p>(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 5.00 p.m. on Monday, 10 April 2023.</p>