

## ANNOUNCEMENT

### ANNUAL GENERAL MEETING TO BE HELD ON 22 JULY 2020

- Background:** Mapletree Commercial Trust Management Ltd., as manager (the “**Manager**”) of Mapletree Commercial Trust (“**MCT**”) refers to 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 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.
- Date, time and conduct of Annual General Meeting:** The Manager wishes to announce that pursuant to the Order, MCT’s 9<sup>th</sup> Annual General Meeting (the “**AGM**”) will be convened and held by way of electronic means, on **Wednesday, 22 July 2020 at 2.30 p.m. (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.
- Notice of AGM and Proxy Form:** The Notice of AGM and Proxy Form will be sent to the holders of units in MCT (“**Units**” and the holders of Units, the “**Unitholders**”) solely by electronic means via publication on MCT’s website at [www.mapletreecommercialtrust.com](http://www.mapletreecommercialtrust.com), and SGX’s website at [www.sgx.com/securities/company-announcements](http://www.sgx.com/securities/company-announcements). Printed copies of these documents **will not be sent** to Unitholders.
- No personal attendance at the AGM:** Due to the current COVID-19 restriction orders in Singapore, **Unitholders will not be able to attend the AGM in person.**
- Alternative arrangements for the participation at the AGM:**

Unitholders and CPF and SRS investors may participate in the AGM electronically via the following arrangements:

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

Unitholders and CPF and SRS investors will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones,

tablets or computers. In order to do so, Unitholders and CPF and SRS investors must follow these steps:

- Unitholders and CPF and SRS investors must pre-register at MCT's pre-registration website at **www.mapletreecommercialtrust.com** which is available from now until **2.30 p.m. on Sunday, 19 July 2020** to enable the Manager to verify their status as Unitholders.

Following the verification, authenticated Unitholders and CPF and SRS investors 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**"), by **2.30 p.m. on Tuesday, 21 July 2020**.

- Unitholders and CPF and SRS investors who do not receive the Confirmation Email by 2.30 p.m. on Tuesday, 21 July 2020 but have registered by the 19 July 2020 deadline should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9580 / 586 or at **srs.teamd@boardroomlimited.com**.

(b) **Submitting questions in advance of the AGM:**

Unitholders will not be able to ask questions "live" at the AGM during the audio-visual webcast or audio-only stream. Therefore, it is important for Unitholders who wish to ask questions to submit their questions related to the resolutions to be tabled for approval at the AGM, in advance of the AGM, in the following manner:

- All questions must be submitted in the following manner by **2.30 p.m. on Friday, 17 July 2020**:
  - (i) via MCT's pre-registration website at **www.mapletreecommercialtrust.com**; or
  - (ii) via email to the Manager, at **enquiries\_mct@mapletree.com.sg**.

Unitholders 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 in MCT (e.g., via CDP, scrip, CPF or SRS).
- **Addressing questions:** The Manager will endeavour to address all substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM as received from Unitholders, 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 also publish responses to

questions which the Manager is unable to address during the AGM, on MCT's website and on SGXNET prior to the AGM. The Manager will publish the minutes of the AGM on MCT's website and on SGXNET, and the minutes will include the responses to the substantial and relevant questions which are addressed during the AGM.

(c) **Appointment of the Chairman as proxy to attend, speak and vote on their behalf at the AGM:**

- Unitholders (whether individual or corporate) must appoint the Chairman of the AGM as their proxy to attend, speak and vote on their behalf at the AGM if they wish to exercise their voting rights at the AGM. The Proxy Form may be accessed at MCT's website at [www.mapletreecommercialtrust.com](http://www.mapletreecommercialtrust.com), and will also be made available on the SGX's website at [www.sgx.com/securities/company-announcements](http://www.sgx.com/securities/company-announcements). Printed copies of the Proxy Form **will not be sent** to Unitholders.

Where Unitholders (whether individual or corporate) appoint the Chairman of the AGM as their proxy, they must give specific instructions as to 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 must be submitted in the following manner:
  - a. if submitted by post, be lodged at the Unit Registrar's office at Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623; or
  - b. if submitted electronically, be submitted via email to the Unit Registrar at [srs.teamd@boardroomlimited.com](mailto:srs.teamd@boardroomlimited.com),

in either case, by no later than **2.30 pm on Sunday, 19 July 2020**, being 72 hours before the time fixed for the AGM.

A Unitholder who wishes to submit an instrument of proxy must first download, 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.

**In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for Unitholders to submit completed proxy forms by post, Unitholders are strongly encouraged to submit completed proxy forms electronically via email.**

- **Unitholdings through intermediaries:** Persons who hold Units through relevant intermediaries and who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings through live audio-visual webcast or live audio-only stream; (b) submitting questions in advance of the AGM; and/or (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf 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 or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on Monday, 13 July 2020**, being 7 working days before the date of the AGM.

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

<b>Key dates</b>	<b>Actions</b>
<b>Friday, 26 June 2020</b>	Unitholders and CPF and SRS investors may begin to pre-register at <b>www.mapletreecommercialtrust.com</b> for live audio-visual webcast/live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on Monday, 13 July 2020</b>	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.
<b>2.30 p.m. on Friday, 17 July 2020</b>	Deadline for Unitholders and CPF and SRS investors to submit questions in advance.
<b>2.30 p.m. on Sunday, 19 July 2020</b>	<ul style="list-style-type: none"> <li>• Deadline for Unitholders and CPF and SRS investors to pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings.</li> <li>• Deadline for Unitholders to submit proxy forms (via post to the Unit Registrar's office or email at <b>srs.teamd@boardroomlimited.com</b>).</li> </ul>
<b>2.30 p.m. on Tuesday, 21 July 2020</b>	<p>Authenticated Unitholders and CPF and SRS investors will receive the Confirmation 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.</p> <p>Unitholders and CPF and SRS investors who do not receive the Confirmation Email by 2.30 p.m. on 21 July 2020, but have registered by the 19 July 2020 deadline should contact the Unit Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., at +65 6230 9580 / 586 or at <b>srs.teamd@boardroomlimited.com</b>.</p>
<b>2.30 p.m. on Wednesday, 22 July 2020</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul>

7. **Annual Report 2019/20 and related documents:** MCT's Annual Report 2019/20, as well as related documents including the Notice of AGM and the Proxy Form have been published on MCT's website at [www.mapletreecommercialtrust.com](http://www.mapletreecommercialtrust.com) and SGX's website at [www.sgx.com/securities/company-announcements](http://www.sgx.com/securities/company-announcements).
8. For more information, Unitholders can contact the Manager at [enquiries\\_mct@mapletree.com.sg](mailto:enquiries_mct@mapletree.com.sg) or the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6230 9580 / 586 or at [srs.teamd@boardroomlimited.com](mailto:srs.teamd@boardroomlimited.com).
9. **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 at [www.mapletreecommercialtrust.com](http://www.mapletreecommercialtrust.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 the AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

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

26 June 2020

#### **Important Notice**

This Announcement is for information only and does not constitute an invitation or offer to acquire, purchase or subscribe for units in MCT ("**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.