



CAPITALAND ASCOTT TRUST

A stapled group comprising:

CapitaLand Ascott Real Estate Investment Trust

(A real estate investment trust constituted on 19 January 2006 under the laws of the Republic of Singapore)

CapitaLand Ascott Business Trust

(A business trust constituted on 9 September 2019 under the laws of the Republic of Singapore)

Managed by

CapitaLand Ascott Trust Management Limited
(Company Registration No. 200516209Z)

Managed by

CapitaLand Ascott Business Trust Management Pte. Ltd.
(Company Registration No. 201925299R)

ANNOUNCEMENT

ANNUAL GENERAL MEETING TO BE HELD ON 18 APRIL 2023

Please note that no food or snacks will be served and there will be no distribution of vouchers or door gifts at the upcoming AGM, as well as at future AGMs.

1. **Background**

CapitaLand Ascott Trust Management Limited (formerly known as Ascott Residence Trust Management Limited), as manager of CapitaLand Ascott Real Estate Investment Trust (formerly known as Ascott Real Estate Investment Trust), and CapitaLand Ascott Business Trust Management Pte. Ltd. (formerly known as Ascott Business Trust Management Pte. Ltd.), as trustee-manager of CapitaLand Ascott Business Trust (formerly known as Ascott Business Trust) (collectively, the "**Managers**") refer 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 convene, hold or conduct general meetings;
- (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 business 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 Regulation on 23 May 2022, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.

2. **Date, time and place of AGM**

The Managers wish to announce that, the annual general meeting (“**AGM**”) of the holder of stapled securities in Capitaland Ascott Trust (formerly known as Ascott Residence Trust) (“**CLAS**”, and the stapled securities, the “**Stapled Securities**”, and the holders of Stapled Securities, the “**Stapled Securityholders**”) will be held in a **wholly physical format** at Raffles City Convention Centre, Level 4, Canning & Padang Ballroom, 80 Bras Basah Road, Singapore 189560 on **Tuesday, 18 April 2023 at 10.00 a.m.** (Singapore Time), pursuant to the Order. **There will be no option to participate virtually.**

3. **Notice of AGM and Proxy Form**

The Notice of AGM dated 27 March 2023 (the “**Notice of AGM**”) and Proxy Form will be sent to Stapled Securityholders solely by electronic means via publication on CLAS’ website at the URL https://investor.capitalandascotttrust.com/agm_egm.html, and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to Stapled Securityholders.

4. **Arrangements for conduct of the AGM**

Stapled Securityholders, including CPF and SRS investors, may participate in the AGM by:

- (a) attending the AGM in person;
- (b) submitting questions to the Chairman of the AGM in advance of, or at, the AGM; and/or
- (c) voting at the AGM (i) themselves; or (ii) through duly appointed proxy(ies)¹.

Arrangements relating to:

- (i) attendance at the AGM by Stapled Securityholders, including CPF and SRS investors, and (where applicable) duly appointed proxy(ies);
- (ii) submission of questions to the Chairman of the AGM by Stapled Securityholders, including CPF and SRS investors, in advance of, or at, the AGM, and addressing of substantial and relevant questions in advance of, or at, the AGM; and
- (iii) voting at the AGM by Stapled Securityholders, including CPF and SRS investors, or (where applicable) duly appointed proxy(ies),

are set out in the Notice of AGM.

In particular, CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on Wednesday, 5 April 2023**, being seven working days before the date of the AGM.

1 For 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.

5. **Persons who hold Stapled Securities through relevant intermediaries (other than CPF and SRS investors)**

Persons who hold Stapled Securities through relevant intermediaries (as defined in the Notice of AGM), other than CPF and SRS investors, and who wish to participate in the AGM by:

- (a) attending the AGM in person;
- (b) submitting questions to the Chairman of the AGM in advance of, or at, the AGM; and/or
- (c) voting at the AGM (i) themselves; or (ii) by appointing the Chairman of the AGM as proxy to vote on their behalf,

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

6. **Live screening of the AGM**

Stapled Securityholders, including CPF and SRS investors, who do not wish to, or are unable to, attend the AGM in person but who wish to watch the AGM proceedings, may do so remotely by accessing a live webcast of the AGM if they have registered to do so, details of which are set out in the Notice of AGM. They will not be able to submit questions or vote remotely via the live webcast of the AGM proceedings. They can refer to the Notice of AGM which sets out arrangements by which they may submit questions to the Chairman of the AGM in advance of the AGM and/or appoint a proxy(ies) to attend, speak and vote on their behalf at the AGM.

7. **Key actions to be taken by Stapled Securityholders**

In summary, the key actions to be taken by Stapled Securityholders, based on the manner in which they hold their Stapled Securities, are set out in the table below:

	If you hold Stapled Securities via CDP	If you hold Stapled Securities through CPF or SRS	If you hold Stapled Securities through a relevant intermediary
You wish to attend, speak and vote at the AGM	Register in person at the AGM venue <u>by 10.00 a.m. on Tuesday, 18 April 2023</u>		Approach your relevant intermediary (if your relevant intermediary has not already contacted you)
You wish to ask questions in advance of the AGM	Submit questions in advance via the AGM website, via email or by post <u>by 10.00 a.m. on Thursday, 13 April 2023</u>		Approach your relevant intermediary (if your relevant intermediary has not already contacted you)
You do not wish to attend the AGM, but wish to vote by <u>appointing Chairman of the AGM as proxy</u>	Submit instrument of proxy² appointing Chairman of the AGM as proxy via the online process through the AGM website, via email or by post <u>by 10.00 a.m. on Sunday, 16 April 2023</u>	Approach your CPF Agent Bank or SRS Operator to submit your votes <u>by 5.00 p.m. on Wednesday, 5 April 2023</u>	Approach your relevant intermediary to submit your votes (if your relevant intermediary has not already contacted you)
You do not wish to attend the AGM, but wish to <u>appoint third party proxy(ies)</u>	Submit instrument of proxy² appointing third party proxy(ies) via the online process through the AGM website, via email or by post <u>by 10.00 a.m. on Sunday, 16 April 2023</u> Your proxy(ies) must register in person at the AGM venue <u>by 10.00 a.m. on Tuesday, 18 April 2023</u>	Not applicable	Not applicable
You do not wish to attend the AGM, but wish to <u>watch the AGM proceedings remotely</u>	Register at the AGM website <u>by 10.00 a.m. on Sunday, 16 April 2023</u>		Approach your relevant intermediary (if your relevant intermediary has not already contacted you)

2 An instrument appointing a proxy(ies) which is executed by an attorney under a power of attorney or other authority on behalf of the appointor, or by a corporation under its common seal, may only be submitted by post or via email using the Proxy Form, and not via the AGM website.

8. **Key dates/deadlines**

The table below sets out the key dates/deadlines for Stapled Securityholders, including CPF and SRS investors, to note:

Key dates	Actions
5.00 p.m. on 5 April 2023 (Wednesday)	Deadline for CPF and 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.
10.00 a.m. on 13 April 2023 (Thursday)	Deadline for Stapled Securityholders, including CPF and SRS investors, to submit questions in advance of the AGM.
After trading hours on 13 April 2023 (Thursday)	Stapled Securityholders may access the Managers' published responses to the substantial and relevant questions submitted by Stapled Securityholders in advance of the AGM on CLAS' website and the SGX website.
10.00 a.m. on 16 April 2023 (Sunday)	Deadline for Stapled Securityholders to submit instruments appointing a proxy(ies) for the AGM.
10.00 a.m. on 16 April 2023 (Sunday)	Deadline for Stapled Securityholders, including CPF and SRS investors, to register for the live screening of the AGM. <i>(Note: Authenticated registrants will receive an email confirming successful registration before 12.00 p.m. on Monday, 17 April 2023, which will contain unique user credentials as well as instructions on how to access the live webcast of the AGM proceedings. They will <u>not</u> be able to submit questions or vote remotely via the live webcast of the AGM proceedings.)</i>
Date and time of AGM 10.00 a.m. on 18 April 2023 (Tuesday) Registration commences at 9.00 a.m.	<u><i>Participate in person:</i></u> Attend the AGM in person at Raffles City Convention Centre, Level 4, Canning & Padang Ballroom, 80 Bras Basah Road, Singapore 189560. Stapled Securityholders, including CPF and SRS investors, and (where applicable) duly appointed proxies, will need to register personally at the registration counter(s) outside the AGM venue, and should bring along their NRIC/passport to enable the Managers to verify their identity for entry to, and (where applicable) be provided with a handheld device for electronic voting at, the physical meeting. <u><i>Watch the live screening:</i></u> Click on the link in the confirmation email and follow the instructions to watch the AGM proceedings remotely.

9. **Annual Report 2022 and Letter to Stapled Securityholders**

CLAS' Annual Report 2022 and the Letter to Stapled Securityholders dated 27 March 2023 (in relation to the proposed renewal of the Stapled Security buy-back mandate) have been published on CLAS' website, and may be accessed at the URL https://investor.capitalandascotttrust.com/agm_egm.html.

The above documents may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to Stapled Securityholders. Any Stapled Securityholder who wishes to receive printed copies of these documents should submit his/her/its request via the online Request Form which is accessible at CLAS' website at the URL https://investor.capitalandascotttrust.com/agm_egm.html no later than **5.00 p.m. on Thursday, 6 April 2023**.

10. **Other information**

For more information, Stapled Securityholders can refer to CLAS' website at the URL https://investor.capitalandascotttrust.com/agm_egm.html, or email the Managers at ask-us@capitalandascotttrust.com, or contact CLAS' Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at (65) 6536 5355 (during office hours) or via email at clas@boardroomlimited.com.

11. **Important reminder**

The Managers may be required to change the arrangements for the AGM at short notice. Stapled Securityholders should check CLAS' website at the URL https://investor.capitalandascotttrust.com/agm_egm.html or the SGX 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

CAPITALAND ASCOTT TRUST MANAGEMENT LIMITED

(Company Registration No. 200516209Z)

As manager of CapitalLand Ascott Real Estate Investment Trust

CAPITALAND ASCOTT BUSINESS TRUST MANAGEMENT PTE. LTD.

(Company Registration No. 201925299R)

As trustee-manager of CapitalLand Ascott Business Trust

Karen Chan
Company Secretary
27 March 2023

Important Notice

The past performance of Capitaland Ascott Trust (“**CLAS**”) is not indicative of future performance. The listing of the stapled securities in CLAS (the “**Stapled Securities**”) on the Singapore Exchange Securities Trading Limited (the “**SGX-ST**”) does not guarantee a liquid market for the Stapled Securities. The value of the Stapled Securities and the income derived from them may fall as well as rise. Stapled Securities are not obligations of, deposits in, or guaranteed by, CapitaLand Ascott Trust Management Limited as manager of CapitaLand Ascott Real Estate Investment Trust or CapitaLand Ascott Business Trust Management Pte. Ltd. as trustee-manager of CapitaLand Ascott Business Trust (collectively, the “**Managers**”) or any of their respective affiliates. An investment in the Stapled Securities is subject to investment risks, including the possible loss of the principal amount invested. Investors have no right to request that the Managers redeem or purchase their Stapled Securities while the Stapled Securities are listed on the SGX-ST. It is intended that holders of Stapled Securities may only deal in their Stapled Securities through trading on the SGX-ST.

This announcement is for information only and does not constitute an invitation or offer to acquire, purchase or subscribe for the Stapled Securities.