



(A unit trust constituted in the Republic of Singapore pursuant to a trust deed dated 31 March 2006 (as amended))

Note: This is a printed copy of the letter to unitholders of ESR-REIT ("Unitholders") published on SGXNET and on ESR-REIT's website at www.esr-reit.com.sg, on 13 April 2022. This printed copy has been sent to Unitholders solely for their information and convenience. Unless otherwise defined, all capitalised terms used and not defined herein shall have the same meanings given to them in the Notice of Annual General Meeting.

13 April 2022

Dear Valued Unitholders,

ESR-REIT – CONDUCT OF ANNUAL GENERAL MEETING ("AGM")

ESR-REIT will be conducting the AGM at Suntec Singapore International Convention and Exhibition Centre, Level 4, Hall 406, 1 Raffles Boulevard, Suntec City, Singapore 039593 ("**Physical Meeting**") and by way of electronic means ("**Virtual Meeting**").

No Despatch of Printed Copies of Annual Report and the Circular to Unitholders

Printed copies of the Annual Report 2021 and the Circular to Unitholders will **not** be despatched to Unitholders, unless otherwise requested. For Unitholders' convenience, printed copies of this Letter to Unitholders, the Notice of AGM, the Proxy Form and the Request Form for Unitholders to request for a printed copy of the Annual Report 2021 and the Circular to Unitholders (the "**Request Form**") have been despatched to Unitholders. Unitholders who wish to request for printed copies of the Annual Report 2021 and/or the Circular to Unitholders will need to complete and return the Request Form, by sending it back by post to the address stated overleaf on the Request Form or by emailing it to email address AGM.TeamE@boardroomlimited.com, to reach the Manager by 20 April 2022 (Wednesday).

Documents and information relating to the AGM (including the Notice of AGM, Proxy Form, Annual Report 2021 and the Circular to Unitholders) will be made available electronically via publication on ESR-REIT's website at <https://esr-reit.listedcompany.com/ar.html>, and on SGXNET via the SGX-ST's website at <https://www.sgx.com/securities/company-announcements>.

Conduct of the Physical Meeting:

We may restrict the number of in-person attendees at the Physical Meeting taking into account any regulations, directives, measures or guidelines that may be issued by any government and regulatory agency in light of the COVID-19 situation from time to time.

Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders who intend to attend the Physical Meeting must:

- bring their original NRIC/Passport for verification and registration on the day of the AGM;
- be verified to be fully vaccinated or within the 180-day exemption period after recovery from COVID-19;
- comply with all safety measures put in place by the building management;
- abide by all safety measures put in place at the Physical Meeting; and
- ensure that they have received their Confirmation Email confirming that they have successfully pre-registered for the Physical Meeting,

failing which they may not be admitted into or may be asked to leave the Physical Meeting.

Conduct of the Virtual Meeting:

The proceedings of the AGM will also be broadcast through a live webcast comprising both video (audio-visual) and audio-only feeds.

Pre-registration requirement:

- (a) All Unitholders and CPF/SRS investors who wish to attend the Physical Meeting or Virtual Meeting, and all Unitholders who wish to appoint proxy(ies) other than the Chairman to attend the Physical Meeting or Virtual Meeting, must pre-register online at <https://smartagm.sg/esrreitagm29April2022> ("**Pre-Registration Page**") by 26 April 2022 (Tuesday), 3.00 p.m. (being 72 hours before the time appointed for the holding of the AGM). Relevant Intermediary Unitholders who wish to attend the Physical Meeting or the Virtual Meeting should approach their Relevant Intermediary to make arrangements to pre-register on their behalf. The Relevant Intermediary is required to submit a consolidated list of participants (setting out in respect of each participant, his/her/its name, email address and NRIC / passport number or UEN number) to the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at AGM.TeamE@boardroomlimited.com no later than 26 April 2022 (Tuesday), 3.00 p.m..
- (b) Following successful verification by the Manager, authenticated Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders who have been pre-registered for the AGM will receive by 28 April 2022 (Thursday), 5.00 p.m., a confirmation email which contains unique user credentials, details of the Physical Meeting and/or instructions on how to access the live audio-visual webcast / live audio-only stream of the AGM proceedings, and other relevant matters (the "**Confirmation Email**").
- (c) Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders who do not receive the Confirmation Email by 28 April 2022 (Thursday), 5.00 p.m., but have pre-registered for the Physical Meeting or the Virtual Meeting (as the case may be) by the deadline of 26 April 2022 (Tuesday), 3.00 p.m., should contact the Unit Registrar of ESR-REIT, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at AGM.TeamE@boardroomlimited.com immediately.

Submission of Questions:

- (a) All authenticated Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders will be able to pose questions "live" during the AGM, either by raising questions verbally at the Physical Meeting or by submitting them electronically during the live audio-visual webcast. Instructions will be provided at the start of the AGM on how questions can be submitted electronically.
- (b) In addition, all Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders can and are strongly encouraged to submit questions relating to the business of the AGM in advance of the AGM up till **21 April 2022 (Thursday), 3.00 p.m.**, in the following manner:
 - (i) Unitholders and CPF/SRS investors may submit their questions on the Pre-Registration Page or via email to ir@esr-reit.com.sg or by post addressed to Investor Relations at 8 Changi Business Park Avenue 1 #05-51 ESR BizPark @ Changi (South Tower) Singapore 486018. Submission electronically on the Pre-Registration Page or by email is strongly encouraged.
 - (ii) Relevant Intermediary Unitholders (excluding CPF/SRS investors) may submit questions through their Relevant Intermediary, who in turn should submit a consolidated list of questions to the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at AGM.TeamE@boardroomlimited.com.

Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who submit questions in advance of the AGM should provide to us (or, in the case of Relevant Intermediary Unitholders, your Relevant Intermediary) your full name, your address, contact number, 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), for our verification purposes.

The Manager will address all substantial and relevant questions received in advance, via an announcement on SGXNET which may be accessed through the SGX-ST's website at <https://www.sgx.com/securities/company-announcements> and on ESR-REIT's website at <https://esr-reit.listedcompany.com/meetings.html>, by **24 April 2022 (Sunday), 3.00 p.m.** (being 48 hours prior to the closing date and time for the lodgment of the proxy forms).

Voting by Unitholders:

Unitholders who wish to exercise their voting rights at the AGM may:

- (a) (where the Unitholder is an individual) attend the AGM and vote "live" at the Physical Meeting or Virtual Meeting;
- (b) (where the Unitholder is an individual or a corporate) appoint proxy(ies) (other than the Chairman of the AGM) to attend the AGM and vote "live" at the Physical Meeting or Virtual Meeting on their behalf; and
- (c) (where the Unitholder is an individual or a corporate) appoint the Chairman of the AGM as proxy to vote on their behalf.

"Live" voting will be conducted during the AGM. **It is important for Unitholders and proxies 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. Examples of web-browser enabled devices include mobile smartphones, laptops, tablets or desktop computers with internet capabilities.** Unitholders and proxies should also have their Confirmation Email containing their unique user credentials handy, for reference, as they will be required to log-in using their unique user credentials following the instructions set out in the Confirmation Email provided to them. Instructions will be provided at the start of the AGM on how to vote.

Unitholders who wish to appoint proxy(ies) (other than the Chairman of the AGM) to attend the AGM and vote "live" at the Physical Meeting or Virtual Meeting on their behalf must do both of the following:

- (a) complete and submit the Proxy Form in accordance with the instructions below; and
- (b) pre-register the proxy(ies) at the Pre-Registration Page by 26 April 2022 (Tuesday), 3.00 p.m..

Duly completed Proxy Forms must be deposited with ESR-REIT:

- (a) via post to the office of the Unit Registrar of ESR-REIT at 1 Harbourfront Avenue #14-07 Keppel Bay Tower Singapore 098632;
- (b) via email to AGM.TeamE@boardroomlimited.com (by enclosing a clear, scanned, completed and signed Proxy Form in PDF); or
- (c) (only for individuals who hold Units directly with CDP) via electronic submission of the e-Proxy Form at the Pre-Registration Page.

Note: Please refer to the Notes to the Proxy Form for additional documentary requirements in the event the Proxy Form is signed by an attorney or duly authorised officer or executor(s) on behalf of a deceased individual's estate.

Proxy Forms must be received by ESR-REIT by **26 April 2022 (Tuesday), 3.00 p.m.** (being 72 hours before the time appointed for the holding of the AGM).

In the Proxy Form, a Unitholder should specifically direct the proxy on how he/she is to vote for, vote against, or abstain from voting on, each of the resolutions to be tabled at the AGM. All valid votes cast via proxy on each resolution will be counted. If no specific direction as to voting is given, the proxy (including the Chairman of the AGM) may vote or abstain from voting at his/her discretion.

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

A Unitholder (who is not a Relevant Intermediary) is entitled to appoint one or two proxies to attend and vote in his/her/its stead. A proxy need not be a Unitholder. Where a Unitholder appoints more than one proxy, the appointments shall be invalid unless he/she/it specifies the number of Units to be represented by each proxy.

A Unitholder who is a Relevant Intermediary is entitled to appoint more than two proxies, 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 two or more proxies, the appointments shall be invalid unless such Unitholder specifies the number of Units to be represented by each proxy.

In this Letter to Unitholders, "Relevant Intermediary" means:

- (A) a banking corporation licensed under the Banking Act 1970 of Singapore or a wholly-owned subsidiary of such a banking corporation, whose business includes the provision of nominee services and who holds Units in that capacity;
- (B) a person holding a capital markets services licence to provide custodial services under the Securities and Futures Act 2001 of Singapore and who holds Units in that capacity; or
- (C) the CPF Board established by the Central Provident Fund Act 1953 of Singapore, in respect of Units purchased under the subsidiary legislation made under that Act providing for the making of investments from the contributions and interest standing to the credit of members of the Central Provident Fund, if the CPF Board holds those Units in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.

Relevant Intermediary Unitholders and CPF/SRS investors who wish to vote at the AGM should approach their respective Relevant Intermediaries / CPF Agent Banks / SRS Operators as soon as possible. CPF/SRS investors should do so by the deadline specified in the table below.

Relevant Intermediary Unitholders and CPF/SRS investors may:

- (a) vote "live" at the Physical Meeting or Virtual Meeting, if they are appointed as proxies by their respective Relevant Intermediaries / CPF Agent Banks / SRS Operators; or
- (b) specify their voting instructions to / arrange for their votes to be submitted, with, their respective Relevant Intermediaries / CPF Agent Banks / SRS Operators (in the case of CPF/SRS investors, by the deadline specified in the table below).

Unitholders are strongly encouraged to submit completed Proxy Forms electronically by email or to submit the e-Proxy Form via the Pre-Registration Page.

The table below sets out the key dates / deadlines which Unitholders should take note of:

Key Dates	Actions
13 April 2022 (Wednesday), 3.00 p.m.	Pre-registration begins for the AGM.
21 April 2022 (Thursday)	Deadline for all Unitholders and CPF/SRS investors to submit questions in advance of the AGM in relation to the resolutions tabled at the AGM. [NB. Relevant Intermediary Unitholders who wish to submit questions should approach their respective Relevant Intermediary to do so as soon as possible.]
22 April 2022 (Friday)	Deadline for CPF/SRS investors to approach their respective CPF Agent Banks or SRS Operators to specify their voting instructions / request to be appointed as proxies to vote at the AGM. [NB. Relevant Intermediary Unitholders who wish to exercise their voting rights / be appointed as proxies, must approach their respective Relevant Intermediary as soon as possible.]
24 April 2022 (Sunday), 3.00 p.m.	Date and time by which the Manager will announce on SGXNET and ESR-REIT's website, the responses to substantial and relevant questions received.
26 April 2022 (Tuesday), 3.00 p.m.	Deadline for all Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders to: <ul style="list-style-type: none"> • pre-register themselves or their proxy(ies) for the AGM; and • (for Unitholders only) submit Proxy Forms via post to the Unit Registrar's office or email to AGM.TeamE@boardroomlimited.com or (only for individuals who hold Units directly with CDP) via electronic submission of the e-Proxy Form at the Pre-Registration Page.

Key Dates	Actions
28 April 2022 (Thursday), 5.00 p.m.	<p>Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders who have been successfully pre-registered for the AGM will receive the Confirmation Email.</p> <p>If you do not receive the Confirmation Email by 28 April 2022 (Thursday) 5.00 p.m., but have pre-registered for the AGM by the deadline of 26 April 2022 (Tuesday), 3.00 p.m., you should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at AGM.TeamE@boardroomlimited.com immediately.</p>
29 April 2022 (Friday), 3.00 p.m.	<p>Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders who intend to attend the Physical Meeting must bring:</p> <ul style="list-style-type: none"> • their original NRIC/Passport for verification and registration on the day of the AGM; • their proof of vaccination/recovery status; and • their web-browser enabled device such as their mobile smartphone, laptop or tablet, <p>and must have their Confirmation Email for the Physical Meeting with their unique user credentials handy.</p> <p>Unitholders, proxies, CPF/SRS investors and Relevant Intermediary Unitholders who intend to attend the Virtual Meeting should:</p> <ul style="list-style-type: none"> • click on the link in the Confirmation Email and follow instructions to access the live audio-visual webcast of the AGM proceedings; or • call the telephone number in the Confirmation Email and follow the instructions to access the live-audio only stream of the AGM proceedings. <p>To vote at the AGM, you must access the Virtual Meeting via the web-browser. CPF/SRS investors and Relevant Intermediary Unitholders can vote only if they have been appointed as proxies by their CPF Agent Bank / SRS Operator / Relevant Intermediary.</p>

In view of the COVID-19 situation, Unitholders should note that the manner of conduct of the AGM may be subject to further changes at short notice. Unitholders are advised to check ESR-REIT's website at <https://esr-reit.listedcompany.com/meetings.html> and SGXNET regularly for updates. Alternatively, Unitholders may sign up for email alerts here (https://esr-reit.listedcompany.com/email_alerts.html) to receive the latest updates.

We would like to thank all Unitholders for their understanding as we hold the AGM within the COVID-19 restrictions which remain in place.

Thank you.

Yours sincerely,

Mr. Adrian Chui
Chief Executive Officer and Executive Director
ESR Funds Management (S) Limited
(as Manager of ESR-REIT)