



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 2 July 2021. 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 Extraordinary General Meeting.

2 July 2021

Dear Valued Unitholders,

ESR-REIT TO CONDUCT AN EXTRAORDINARY GENERAL MEETING (“EGM”) BY WAY OF ELECTRONIC MEANS

ESR-REIT will be conducting the EGM on 26 July 2021 (Monday) at 10.00 a.m., for the purpose of seeking the approval of Unitholders for the proposed Whitewash Resolution (as defined in the circular to Unitholders dated 2 July 2021 (the “Circular”)), by way of electronic means via live audio-visual webcast/live audio-only stream in accordance with the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. **Due to the current COVID-19 situation in Singapore, a Unitholder will not be able to attend the EGM in person.** Alternative arrangements relating to attendance at the EGM via electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the EGM in advance of or at the EGM, addressing of substantial and relevant questions prior to or at the EGM and voting by appointing the Chairman of the EGM as proxy at the EGM, are set out below.

No Despatch of Printed Copies of the Circular to Unitholders

The Manager has today issued the Circular which contains, inter alia, details of the resolution to be tabled at the EGM. However, printed copies of the Circular will **not** be despatched to Unitholders, unless otherwise requested. For Unitholders’ convenience, printed copies of this Letter to Unitholders, the Notice of EGM, the Proxy Form and the Request Form for Unitholders to request for a printed copy of the Circular (the “Request Form”) (collectively the “Despatch Documents”) have been despatched to Unitholders.

Unitholders who wish to request for printed copies of the Circular 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 SRS.TeamE@boardroomlimited.com, to ESR Funds Management (S) Limited, as manager of ESR-REIT (the “Manager”), by **16 July 2021 (Friday)**.

Unitholders who have not received the Despatch Documents by 9 July 2021 should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at SRS.TeamE@boardroomlimited.com.



Documents and information relating to the EGM (including the Notice of EGM, the Proxy Form and the Circular) will also be made available electronically via publication on ESR-REIT's website at <https://esr-reit.listedcompany.com/meetings.html> and on the website of Singapore Exchange Securities Trading Limited (the "SGX-ST") at <https://www.sgx.com/securities/company-announcements>.

Conduct of the EGM:

The proceedings of the EGM will be conducted only by way of electronic means via a live webcast comprising both video (audio-visual) and audio-only feeds. Please pre-register if you wish to follow the proceedings of the EGM.

Online Pre-Registration:

Unitholders and investors who hold units of ESR-REIT ("Units") through the Central Provident Fund ("CPF") or the Supplementary Retirement Scheme ("SRS") ("CPF/SRS investors") who wish to follow the proceedings of the EGM through the live audio-visual webcast/live audio-only stream must pre-register online at <http://www.smartagm.sg/esrreitegm2021> (the "Pre-registration Page") which is also accessible by scanning the QR code below by **23 July 2021 (Friday), 10.00 a.m.** (being 72 hours before the time appointed for the holding of the EGM) for verification purposes.



Persons who hold Units through a Relevant Intermediary (as defined in the trust deed constituting ESR-REIT (as amended)) ("**Relevant Intermediary Unitholders**") who wish to follow the proceedings of the EGM should request 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 name, email address and NRIC/passport number) to the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at SRS.TeamE@boardroomlimited.com no later than 23 July 2021 (Friday), 10.00 a.m.

Following successful verification, a confirmation email which contains unique user credentials and instructions on how to access the live audio-visual webcast/live audio-only stream of the EGM proceedings and submit questions during the EGM will be sent to you before the EGM (the "**Confirmation Email**"). Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders **who do not receive the Confirmation Email by 10.00 a.m. on 25 July 2021 (Sunday)**, but have pre-registered for the live audio-visual webcast/live audio-only stream of the EGM proceedings by the deadline of 10.00 a.m. on 23 July 2021 (Friday), **should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at SRS.TeamE@boardroomlimited.com immediately.**

Submission of Questions:

All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders will be able to submit questions in advance of the EGM (see paragraph below for further details) and/or ask questions "live" via the live audio-visual webcast/live audio-only stream of the EGM proceedings.



All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders can and are strongly encouraged to submit questions relating to the business of the EGM in advance of the EGM up till **23 July 2021 (Friday), 10.00 a.m.** (being 72 hours before the time appointed for the holding of the EGM).

- a. Unitholders and CPF/SRS investors may submit their questions on the Pre-registration Page or via electronic mail to ir@esr-reit.com.sg or by post addressed to the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.
- b. Relevant Intermediary Unitholders 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 SRS.TeamE@boardroomlimited.com.

Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who submit questions in advance of the EGM should provide the following information to us (or, in the case of Relevant Intermediary Unitholders, their Relevant Intermediary) for our verification purposes: (a) your full name; (b) your address, contact number and email; and (c) 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).

In view of the current COVID-19 situation and the related safe distancing measures which may affect postage timings and make it difficult for Unitholders to submit questions by post, Unitholders who wish to submit questions in advance of the EGM are strongly encouraged to submit questions electronically on the Pre-registration Page or by email. The Manager will endeavour to address all substantial and relevant questions either prior to the EGM (via an announcement on SGXNET and ESR-REIT's website at <https://esr-reit.listedcompany.com/meetings.html>) or during the EGM.

The Manager will publish the minutes of the EGM on ESR-REIT's website and on SGXNET, and the minutes will include the responses to the substantial and relevant questions which are addressed during the EGM.

Voting Solely via Appointing Chairman as Proxy (Submit a Proxy Form):

Unitholders will only be able to vote at the EGM by appointing the Chairman of the EGM as proxy to vote on their behalf. Duly completed Proxy Forms must be deposited with ESR-REIT:

- a. via post to the office of the Unit Registrar of ESR-REIT, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 (by enclosing a clear, completed and signed Proxy Form); or
- b. via electronic mail to SRS.TeamE@boardroomlimited.com (by enclosing a clear, scanned, completed and signed Proxy Form in PDF).

The Proxy Forms must be received by ESR-REIT by **23 July 2021 (Friday), 10.00 a.m.** (being 72 hours before the time appointed for the holding of the EGM). 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 resolution to be tabled at the EGM. All valid votes cast via proxy on the resolution will be counted. If no specific direction as to voting is given, the Chairman of the EGM will vote or abstain from voting at his/her discretion.

In view of the current COVID-19 situation and the related safe distancing measures which may affect postage timings and make it difficult for Unitholders to submit Proxy Forms by post, Unitholders are strongly encouraged to submit completed Proxy Forms electronically by email.

Voting by Relevant Intermediary Unitholders and CPF/SRS investors:

Relevant Intermediary Unitholders who wish to vote should **not** make use of the Proxy Form and should instead approach their respective Relevant Intermediary as soon as possible to specify voting instructions. CPF/SRS investors who wish to vote should approach their respective CPF Agent Banks/SRS Operators as soon as possible and at least **seven (7) working days** before the EGM (i.e. by **5.00 p.m. on 13 July 2021 (Tuesday)**), to ensure that their votes are submitted.

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

Key Dates	Actions
2 July 2021 (Friday), 10.00 a.m.	Unitholders and CPF/SRS investors may begin to pre-register at the URL http://www.smartagm.sg/esrreitegm2021 for the live audio-visual webcast or live audio-only stream of the EGM proceedings.
13 July 2021 (Tuesday), 5.00 p.m.	Deadline for CPF/SRS investors who wish to vote to approach their respective CPF Agent Banks/SRS Operators to submit their votes. Relevant Intermediary Unitholders who wish to vote must approach their respective Relevant Intermediary as soon as possible to specify voting instructions.
23 July 2021 (Friday), 10.00 a.m.	Deadline to: <ul style="list-style-type: none"> • Pre-register for the live audio-visual webcast or live audio-only stream of the EGM proceedings; • Submit questions in advance of the EGM in relation to the resolution tabled at the EGM; and • Submit Proxy Forms via post to the Unit Registrar’s office at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 or email to SRS.TeamE@boardroomlimited.com. <p><i>NB: This does not apply to Relevant Intermediary Unitholders and CPF/SRS investors who have earlier cut-off dates stipulated by the Relevant Intermediary and CPF Agent Banks/SRS Operators respectively.</i></p>
25 July 2021 (Sunday), 10.00 a.m.	Authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who have pre-registered for the live audio-visual webcast or live audio-only stream of the EGM proceedings will receive the Confirmation Email. Authenticated Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who do not receive the Confirmation Email by 10.00 a.m. on 25 July 2021 (Sunday) , but have pre-registered for the live audio-visual webcast/live audio-only stream of the EGM proceedings by the deadline of 10.00 a.m. on 23 July 2021 (Friday), should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 (during office hours) or at SRS.TeamE@boardroomlimited.com immediately.

Key Dates	Actions
26 July 2021 (Monday), 10.00 a.m.	Click on the link in the Confirmation Email and follow instructions to access the live audio-visual webcast of the EGM proceedings; or Call the telephone number in the Confirmation Email and follow the instructions to access the live audio-only stream of the EGM proceedings.

In view of the rapidly evolving COVID-19 situation, Unitholders should note that the manner of conduct of the EGM 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 patience and understanding while we hold the EGM amidst the current COVID-19 pandemic.

Thank you.

Yours sincerely,

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