



ESR-LOGOS REIT

(A real estate investment 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-LOGOS REIT (“Unitholders”) published on SGXNET and on ESR-LOGOS REIT’s website at www.esr-logosreit.com.sg, on 4 April 2023. 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 Circular to Unitholders dated 4 April 2023 (the “Circular”).

4 April 2023

Dear Valued Unitholders,

ESR-LOGOS REIT – CONDUCT OF EXTRAORDINARY GENERAL MEETING (“EGM”)

ESR-LOGOS REIT (“E-LOG”) will be conducting the EGM at Suntec Singapore Convention & Exhibition Centre, Level 3, Nicoll 1, 1 Raffles Boulevard, Singapore 039593 on 26 April 2023 (Wednesday) at 11.00 a.m. (Singapore time) (or as soon thereafter as the annual general meeting of E-LOG to be held at 10.00 a.m. on the same day is concluded or adjourned), in relation to the following resolutions to be proposed at the EGM: (1) to approve the Proposed Acquisition Fee Amendment (as defined in the Circular); (2) to approve the Proposed Broker’s Commission Amendment (as defined in the Circular); and (3) to approve the proposed entry into the New Singapore Property Management Agreements (as defined in the Circular).

No Despatch of Printed Copies of the Circular

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**”) 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 on the overleaf on the Request Form or by emailing it to AGM.TeamE@boardroomlimited.com, to reach the Manager by **11 April 2023 (Tuesday), 5.00 p.m.**

Documents and information relating to the EGM (including the Notice of EGM, Proxy Form and the Circular) are available on E-LOG’s website at <https://esr-logosreit.listedcompany.com/meetings.html>, and on SGXNET via the SGX-ST’s website at <https://www.sgx.com/securities/company-announcements>.

Conduct of the EGM:

Unitholders, proxies, investors who hold Units through the Central Provident Fund (“CPF”) or the Supplementary Retirement Scheme (“SRS”) (“**CPF/SRS investors**”) and persons and entities who hold Units through a Relevant Intermediary (as defined below) (“**Relevant Intermediary Unitholders**”), who intend to attend the EGM must:

- bring their original NRIC/passport for verification and registration on the day of the EGM;
- comply with all safety measures put in place by the building management; and
- abide by all safety measures put in place at the EGM,

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

Submission of Questions in Advance of the EGM:

- (a) All Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders will be able to submit questions in advance of, or at, the EGM;
- (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 EGM in advance of the EGM up till **13 April 2023 (Thursday), 5.00 p.m.**, in the following manner:
 - (i) Unitholders may submit their questions via email to ir@esr-logosreit.com.sg or by post addressed to Investor Relations at 5 Temasek Boulevard #12-09 Suntec Tower Five Singapore 038985. Submission electronically by email is strongly encouraged; and
 - (ii) Relevant Intermediary Unitholders (including CPF/SRS investors) may submit questions through their Relevant Intermediary (CPF Agent Banks/SRS Operators), 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.
- (c) Unitholders, CPF/SRS investors and Relevant Intermediary Unitholders who submit questions in advance of the EGM should provide the following information to the Manager (or, in the case of Relevant Intermediary Unitholders, their Relevant Intermediary) for verification purposes:
 - (i) your full name;
 - (ii) your address, contact number and email; and
 - (iii) 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.
- (d) The Manager will address all substantial and relevant questions received in advance, via an announcement on SGXNET via the SGX-ST's website at <https://www.sgx.com/securities/company-announcements> and E-LOG's website at <https://esr-logosreit.listedcompany.com/meetings.html> prior to the EGM. Where substantially similar questions are received, the Manager will consolidate such questions and consequently, not all questions may be individually addressed.
- (e) The Manager will publish the minutes of the EGM on E-LOG's website and on SGXNET, and the minutes will include the responses to substantial and relevant questions from Unitholders which are addressed during the EGM.

Voting by Unitholders:

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

- (a) (where the Unitholder is an individual) attend, speak and vote at the EGM in person;
- (b) (where the Unitholder is an individual or a corporate) appoint proxy(ies) (other than the Chairman of the EGM) to attend, speak and vote at the EGM on their behalf; and
- (c) (where the Unitholder is an individual or a corporate) appoint the Chairman of the EGM as proxy to vote on their behalf.

Live voting will be conducted during the EGM.

Unitholders who wish to appoint proxy(ies) (other than the Chairman of the EGM) to attend, speak and vote at the EGM on their behalf must complete and submit the Proxy Form in accordance with the instructions below.

Duly completed Proxy Forms must be deposited with E-LOG:

- (i) via post to the office of the Unit Registrar of E-LOG at 1 Harbourfront Avenue #14-07 Keppel Bay Tower, Singapore 098632; or
- (ii) via email to AGM.TeamE@boardroomlimited.com (by enclosing a clear, scanned, completed and signed Proxy Form in PDF).

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 E-LOG by **23 April 2023 (Sunday), 11.00 a.m.** (being 72 hours before the time appointed for the holding of the EGM). Proxy Forms can be downloaded from E-LOG's website at <https://esr-logosreit.listedcompany.com/meetings.html> or the SGX-ST's website <https://www.sgx.com/securities/company-announcements>. 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 EGM. 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 EGM) 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 EGM. Any appointment of a proxy or proxies (including the Chairman of the EGM) shall be deemed to be revoked if a Unitholder attends the EGM, and in such event, the Manager reserves the right to refuse to admit any person or persons appointed under the Proxy Form to the EGM.

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 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 and who holds Units in that capacity; or
- (C) the Central Provident Fund Board ("**CPF Board**") established by the Central Provident Fund Act 1953, 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.

Voting by Relevant Intermediary Unitholders and CPF/SRS Investors:

Relevant Intermediary Unitholders and CPF/SRS investors who wish to vote at the EGM should approach their respective Relevant Intermediaries/CPF Agent Banks/SRS Operators as soon as possible. In the case of CPF/SRS investors, they must do so at least seven working days before the EGM (i.e. by 14 April 2023 (Friday), 5.00 p.m.).

Relevant Intermediary Unitholders and CPF/SRS investors may:

- (a) attend, speak and vote at the EGM, if they are appointed as proxies by their respective Relevant Intermediaries/CPF Agent Banks/SRS Operators; and
- (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 via email. Please refer to the Proxy Form for further information.

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

Key Dates	Actions
13 April 2023 (Thursday), 5.00 p.m.	Deadline for all Unitholders to submit questions in advance of the EGM in relation to the resolutions tabled at the EGM. Relevant Intermediary Unitholders (including CPF/SRS investors) who wish to submit questions should approach their respective Relevant Intermediary (CPF Agent Banks/SRS Operators) to do so as soon as possible.
14 April 2023 (Friday), 5.00 p.m.	Deadline for CPF/SRS investors to approach their respective CPF Agent Banks or SRS Operators to specify their voting instructions/arrange for their votes to be submitted with their respective CPF Agent Banks or SRS Operators at the EGM. Relevant Intermediary Unitholders who wish to exercise their voting rights/be appointed as proxies, must approach their respective Relevant Intermediary as soon as possible.
23 April 2023 (Sunday), 11.00 a.m.	Deadline for all Unitholders to complete and submit the Proxy Forms. Duly completed Proxy Forms must be deposited: <ul style="list-style-type: none"> • via post to the Unit Registrar’s office; or • via email to AGM.TeamE@boardroomlimited.com (by enclosing a clear, scanned, completed and signed Proxy Form in PDF).
Before 26 April 2023 (Wednesday), 8.29 a.m.	Date and time by which the Manager will announce on SGXNET and E-LOG’s website, the responses to substantial and relevant questions received.
26 April 2023 (Wednesday), 11.00 a.m	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 EGM.

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 E-LOG's website at <https://esr-logosreit.listedcompany.com/meetings.html> and SGXNET regularly for updates. Alternatively, Unitholders may sign up for email alerts at https://esr-logosreit.listedcompany.com/email_alerts.html to receive the latest updates.

Thank you.

Yours sincerely,

Adrian Chui
Chief Executive Officer and Executive Director
ESR-LOGOS Funds Management (S) Limited
(as manager of ESR-LOGOS REIT)