



(Constituted in the Republic of Singapore pursuant to a trust deed dated 28 November 2005 (as amended))

**ANNUAL GENERAL MEETING OF KEPPEL REIT  
TO BE HELD ON 19 APRIL 2024**

1. **Background:** Keppel REIT Management Limited, as manager of Keppel REIT (the "**Manager**"), refers to:
  - (a) the Notice of Annual General Meeting dated 28 March 2024 ("**Notice of AGM**"), which is published on Keppel REIT's website at <https://www.keppelreit.com/investor-relations/agm-and-egm> and SGXNet; and
  - (b) Practice Note 7.5 (General Meetings) of the Singapore Exchange Listing Rules (Mainboard) as amended by the Singapore Exchange Regulation, effective 1 July 2023, which provides guidance on, inter alia, the conduct of general meetings from 1 July 2023.
2. **Date, time and place of Annual General Meeting:** The Manager wishes to announce that the Annual General Meeting of Keppel REIT ("**AGM**") will be held in a wholly physical format at Suntec Singapore Convention and Exhibition Centre, Nicoll 1-2, Level 3, 1 Raffles Boulevard, Suntec City, Singapore 039593 (the "**Venue**") on **Friday, 19 April 2024 at 10.30 a.m. (Singapore time). There will be no option for unitholders of Keppel REIT ("Unitholders") to participate virtually.**
3. **Notice of AGM, Proxy Form and Related Documents:** Printed copies of the Notice of AGM and the proxy form will be sent to Unitholders.

In line with Keppel REIT's drive towards sustainable development, the annual report for the financial year ended 31 December 2023 ("**Annual Report 2023**") has been issued by the Manager electronically and Unitholders may view and download the digital version of the Annual Report 2023, the Notice of AGM, appendix to the Notice of AGM ("**Appendix**") and the proxy form from Keppel REIT's website and SGXNet from the date of this announcement.

- (a) To access the Annual Report 2023, click on "Publications" under the Investor Relations tab and click on the relevant link to download.
- (b) To access the Notice of AGM, Appendix and the proxy form, click on "AGM/EGM Information" under the Investor Relations tab and click on the relevant link to download.

A Unitholder who still wishes to receive printed copies of the Annual Report 2023 for this year may complete the request form enclosed with the letter to Unitholders and return it to the Manager by no later than **5.00 p.m. on 8 April 2024**. All previous requests, including any standing instructions for printed annual reports, will be disregarded.

4. **Arrangements for participation in the AGM:** Unitholders, including CPF/SRS investors, may participate in the AGM by:
  - (a) attending the AGM in person;
  - (b) submitting questions to the Manager in advance of, or at, the AGM; and/or
  - (c) voting at the AGM (i) themselves; or (ii) through duly appointed proxy(ies).<sup>1</sup>

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<sup>1</sup> CPF/SRS investors will not be able to appoint third party proxies (i.e. persons other than the Chairman of the Meeting) to attend, speak and/or vote at the AGM on their behalf.

Details of the steps for registration, submission of questions and voting at the AGM by Unitholders, including CPF/SRS investors, are set out in the **Annex** to this announcement. In particular, CPF/SRS investors who wish to request their CPF banks or SRS operators to appoint the Chairman as proxy in respect of the units in Keppel REIT ("**Units**") held by such CPF banks or SRS operators on their behalf should approach their respective CPF banks or SRS operators to submit their votes by **5.00 p.m. on 8 April 2024**.

5. **Persons who hold Units through relevant intermediaries:** Persons who hold Units through relevant intermediaries (other than CPF/SRS investors) and who wish to participate in the AGM by (a) attending the AGM in person; (b) submitting questions to the Manager in advance of, or at, the AGM; and/or (c) voting at the AGM (i) themselves; or (ii) by appointing the Chairman as proxy in respect of the Units held by such relevant intermediary on their behalf, **should contact the relevant intermediary through which they hold such Units as soon as possible, and by no later than 5.00 p.m. on 8 April 2024, in order for the necessary arrangements to be made for their participation in the AGM.**

A "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 for securities under the Securities and Futures Act 2001 of Singapore, and who holds Units in that capacity; or
- (c) the Central Provident Fund Board ("**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.

6. **Key dates/deadlines:** In summary, the key dates/deadlines which Unitholders should take note of are set out in the table below:

| Key Dates                          | Actions  |
|------------------------------------|--|
| <b>10.30 a.m. on 5 April 2024</b>  | Deadline for Unitholders to submit questions relating to the business of the AGM in advance of the AGM.  |
| <b>5.00 p.m. on 8 April 2024</b>   | Deadline for CPF/SRS investors who wish to appoint the Chairman as proxy to approach their respective CPF banks or SRS operators to submit their votes.<br><br>Deadline for investors holding Units through relevant intermediaries (other than CPF/SRS investors) to approach his/her/its relevant intermediary to specify his/her/its voting instructions, including but not limited to whether he/she/it wishes to vote at the AGM. |
| <b>10.30 a.m. on 14 April 2024</b> | Deadline for the Manager to answer all substantial and relevant questions relating to the business of the AGM received prior to 10.30 a.m. on 5 April 2024 through the publication of its responses on Keppel REIT's website and on SGXNet.  |
| <b>10.30 a.m. on 16 April 2024</b> | Deadline for Unitholders to submit proxy forms in respect of the resolutions to be tabled for approval at the AGM.   |

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| <b>Date and time of AGM –<br/>10.30 a.m. on 19 April<br/>2024</b> | Unitholders, including CPF/SRS investors, and (where applicable) duly appointed proxy(ies) may attend the AGM in person at the Venue. <b><u>There will be no option for Unitholders to participate virtually.</u></b><br><br>Please bring along your NRIC/passport to enable the Manager to verify your identity. The Manager reserves the right to refuse admittance to the AGM if the attendee's identity cannot be verified accurately. |
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7. **Further Information.** For more information, please email us at [investor.relations@keppelreit.com](mailto:investor.relations@keppelreit.com).

**Important: Unitholders are advised to check SGXNet and Keppel REIT's website at <https://www.keppelreit.com/investor-relations/agm-and-egm> regularly for updates.**

By Order of the Board

**Keppel REIT Management Limited**

(UEN: 200411357K)

As Manager of Keppel REIT

Chiam Yee Sheng / Gillian Loh

Company Secretaries

28 March 2024

## ANNEX

Unitholders (including CPF/SRS investors) can attend the AGM in person, submit questions to the Manager in advance of, or at, the AGM and/or vote at the AGM by themselves or through their duly appointed proxy(ies).<sup>2</sup>

To do so, they will need to complete the following steps.

| No. | Steps  | Details  |
|-----|--|--|
| 1.  | <b>Register in person to attend the AGM</b>                  | <p>Unitholders, including CPF/SRS investors, and (where applicable) duly appointed proxy(ies) can attend the AGM in person.</p> <p>To do so, they will need to register in person at the registration counter(s) outside the Venue on the day of the event. Registration will commence at 9.30 a.m. on that day. Please bring along your NRIC/passport to enable the Manager to verify your identity. The Manager reserves the right to refuse admittance to the AGM if the attendee's identity cannot be verified accurately.</p> <p>Unitholders are advised not to attend the AGM if they are feeling unwell.</p>  |
| 2.  | <b>Submission of questions in advance of, or at, the AGM</b> | <p>Unitholders, including CPF/SRS investors, may submit questions relating to the business of the AGM to the Manager, in advance of the AGM, no later than <b>10.30 a.m. on 5 April 2024</b>:</p> <p>(a) by email to <a href="mailto:investor.relations@keppelreit.com">investor.relations@keppelreit.com</a>; or</p> <p>(b) by post to the Unit Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 1 HarbourFront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.</p> <p><b>Addressing Questions:</b> The Manager will answer all substantial and relevant questions received prior to 10.30 a.m. on 5 April 2024 through the publication of its responses on Keppel REIT's website and on SGXNet by 10.30 a.m. on 14 April 2024.</p> <p>Any subsequent clarifications sought, or substantial and relevant follow-up questions (which are related to the business of the AGM) received after 10.30 a.m. on 5 April 2024, which have not already been addressed prior to the AGM, as well as those substantial and relevant questions received at the AGM, will be addressed at the AGM itself.</p> <p><b>Where substantially similar questions are received, such questions will be consolidated and consequently not all questions may be individually addressed.</b></p> |

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<sup>2</sup> See footnote 1 above.

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|    |  | <p><b>Asking questions at the AGM:</b> Unitholders, including CPF/SRS investors, and (where applicable) duly appointed proxies can also ask questions relating to the business of the AGM, at the AGM itself.</p> <p><b>Minutes of AGM:</b> The Manager will publish the minutes of the AGM on Keppel REIT's website and on SGXNet, and the minutes will include the responses to the substantial and relevant questions from Unitholders which are addressed during the AGM.</p>  |
| 3. | <p><b>Voting or submission of proxy form</b></p> | <p><b>Unitholders can vote at the AGM themselves or through duly appointed proxy(ies).<sup>3</sup> Unitholders who wish to appoint a proxy(ies) <u>must</u> submit a proxy form.</b></p> <p><b>Voting at the AGM:</b> Upon registration at the Venue, Unitholders, including CPF/SRS investors, and (where applicable) their duly appointed proxy, will be provided with a handheld device for electronic voting at the physical meeting.</p> <p><b>Submission of Proxy Form:</b> The proxy form must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged with the Unit Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 1 HarbourFront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</p> <p>(b) if submitted electronically, be submitted via email to <a href="mailto:keppel@boardroomlimited.com">keppel@boardroomlimited.com</a>,</p> <p>in each case, by <b>10.30 a.m. on 16 April 2024.</b></p> <p>A Unitholder who wishes to submit a proxy form by post or via email can either use the printed copy of the proxy form which is sent to him/her/it by post or download a copy of the proxy form from Keppel REIT's website or SGXNet, and complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and submitting it by email to the email address provided above.</p> <p><b>Deemed revocation of a proxy appointment if Unitholder attends the AGM in person:</b> Completion and submission of the proxy form by a Unitholder will not prevent him/her from attending, speaking and voting at the AGM if he/she so wishes. The appointment of a proxy for the AGM will be deemed to be revoked if the Unitholder attends the AGM in person 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.</p> |

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3 See footnote 1 above.

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|  |  | <p><b>CPF/SRS investors:</b> CPF/SRS investors:</p> <p>(a) may vote at the AGM if they are appointed as a proxy by their respective CPF banks or SRS operators, and should contact their respective CPF banks or SRS operators if they have any queries regarding their appointment as proxy; or</p> <p>(b) may appoint the Chairman as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF banks or SRS operators to submit their votes by <b><u>5.00 p.m. on 8 April 2024.</u></b></p> |
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