



(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 22 APRIL 2022**

1. **Background:** Keppel REIT Management Limited, as manager of Keppel REIT (the "**Manager**"), refers to:
 - (a) the Notice of Annual General Meeting dated 31 March 2022 ("**Notice of AGM**"), which is published on Keppel REIT's website at <https://www.keppelreit.com/investor-relations/agm-and-egm/> and on SGXNet;
 - (b) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangements for the conduct of general meetings, either wholly or partly, by electronic communication, video conferencing, teleconferencing or other electronic means; and
 - (c) 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 was gazetted on 13 April 2020, and the Joint Statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore, and Singapore Exchange Regulation titled "Guidance on the Conduct of General Meetings Amid Evolving COVID-19 Situation" issued on 4 February 2022, which set out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts.
2. **Date, time and conduct of Annual General Meeting:** The Manager wishes to announce that pursuant to the Order, the Annual General Meeting of Keppel REIT ("**AGM**") will be convened and held by way of electronic means on **Friday, 22 April 2022 at 10.30 a.m. (Singapore Time)**.
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 of Keppel REIT ("**Unitholders**").

In line with Keppel REIT's drive towards sustainable development, the annual report for the financial year ended 31 December 2021 ("**Annual Report 2021**"), the Notice of AGM, proxy form and appendix to the Notice of AGM ("**Appendix**") are available for download through this website link: <https://www.keppelreit.com/investor-relations/agm-and-egm/> from the date of this announcement.

- (a) To access the Annual Report 2021, click on 'Publications' under the Investor Relations tab and click on the relevant link to download.
- (b) To access the Notice of AGM, proxy form and Appendix, click on 'AGM and EGM' 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 2021 and the Appendix for this year may complete the request form enclosed with the letter to Unitholders and return it to the Manager by no later than 14 April 2022. All previous requests, including any standing instructions for printed annual reports and accompanying appendices, will be disregarded.

4. **No personal attendance at the AGM:** A Unitholder will **not** be able to attend the AGM in person.
5. **Participation in the AGM electronically:** Unitholders may participate in the AGM electronically by:
 - (a) observing and/or listening to the AGM proceedings via "live" audio-and-visual webcast on their mobile phones, tablets or computers or "live" audio-only stream on the telephone by pre-registering at Keppel REIT's website at www.keppelreit.com/agm2022 **no later than 10.30 a.m. on 20 April 2022;**

- (b) submitting questions in advance of the AGM by **no later than 3.00 p.m. on 12 April 2022** and/or asking questions via the “live” textbox function during the AGM; and
- (c) voting at the AGM (i) by themselves or by the appointment of a proxy (other than the Chairman of the AGM (“**Chairman**”)) “live” via electronic means; or (ii) by the appointment of the Chairman as proxy to vote on their behalf. A proxy need not be a Unitholder. If a Unitholder wishes to vote or appoint a proxy (other than the Chairman) to vote, “live” via electronic means at the AGM, such Unitholder must pre-register themselves or such proxy (as the case may be) at www.keppelreit.com/agm2022 and submit a proxy form if such Unitholder wishes to appoint a proxy, by **no later than 10.30 a.m. on 20 April 2022**.

Details on AGM matters relating to, among others, pre-registration, participating in the AGM, submission of questions in advance, asking questions via the “live” textbox function during the AGM and voting are set out in the Annex to this announcement.

6. **Persons who hold Units through relevant intermediaries:**

- (a) Persons holding units in Keppel REIT (“**Units**”) through Central Provident Fund (“**CPF**”) or Supplementary Retirement Scheme (“**SRS**”) (“**CPF/SRS investors**”) who wish to participate in the AGM by (i) observing and/or listening to the AGM proceedings via “live” audio-and-visual webcast or “live” audio-only stream; (ii) submitting questions in advance of or at the AGM; and/or (iii) exercising their votes at the AGM, should follow the steps as set out in the Annex.

Persons holding Units through relevant intermediaries (other than CPF/SRS investors) who wish to participate in the AGM, **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 12 April 2022, in order to make the necessary arrangements for them to participate in the AGM and specify their voting instructions.**

A “**relevant intermediary**” means:

- (i) 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;
- (ii) 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
- (iii) 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.

- 7. **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
3.00 p.m. on 12 April 2022 (Tuesday)	Deadline to submit questions relating to the business of the AGM in advance of the AGM.
5.00 p.m. on 12 April 2022 (Tuesday)	Deadline for CPF/SRS investors who wish to appoint the Chairman as proxy to vote on their behalf at the AGM to approach their respective CPF agent bank or SRS Operator to specify their voting instructions.

	Deadline for persons holding Units through relevant intermediaries (other than CPF/SRS investors) who wish to participate in the AGM to contact the relevant intermediary through which they hold such Units, in order to make the necessary arrangements for them to participate in the AGM and specify their voting instructions.
10.30 a.m. on 17 April 2022 (Sunday)	Publication of responses to substantial and relevant questions received prior to 3.00 p.m. on 12 April 2022 relating to the business of the AGM, on Keppel REIT's website and on SGXNet.
10.30 a.m. on 20 April 2022 (Wednesday)	<p>Deadline for Unitholders and CPF/SRS investors to pre-register at www.keppelreit.com/agm2022 for "live" audio-and-visual webcast or "live" audio-only stream of the AGM proceedings, and to vote "live" via electronic means.</p> <p>Deadline for Unitholders (other than CPF/SRS investors and persons holding Units through relevant intermediaries) to submit proxy forms.</p>
5.00 p.m. on 21 April 2022 (Thursday)	<p>Authenticated persons who pre-registered for the "live" audio-and-visual webcast or "live" audio-only stream of the AGM proceedings will receive an email which will contain user ID and password details, as well as the link to access the "live" audio-and-visual webcast and a toll-free telephone number to access the "live" audio-only stream of the AGM proceedings (the "Confirmation Email").</p> <p>Persons who do not receive the Confirmation Email by 5.00 p.m. on 21 April 2022, but have registered by the 20 April 2022 deadline, should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte Ltd, via email at keppel@boardroomlimited.com or via phone at +65 6536 5355 (Mondays to Fridays, excluding Public Holidays, from 8.30 a.m. to 5.30 p.m.).</p>
<u>Date and time of AGM</u> 10.30 a.m. on 22 April 2022 (Friday)	<ul style="list-style-type: none"> Click on the link in the Confirmation Email and enter the user ID and password to access the "live" audio-and-visual webcast of the AGM proceedings; or Call the toll-free telephone number in the Confirmation Email to access the "live" audio-only stream of the AGM proceedings.

8. **Important: Unitholders are advised to check SGXNet and/or 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
(Company Registration Number: 200411357K)
as manager of Keppel REIT

Chiam Yee Sheng
Company Secretary

31 March 2022

ANNEX

Unitholders and CPF/SRS investors will be able to participate in the AGM proceedings via “live” audio-and-visual webcast or “live” audio-only stream by (i) pre-registering, (ii) submitting questions in advance of the AGM and/or asking questions via the “live” textbox function during the AGM, and (iii) voting “live” or by appointing a proxy to attend, speak and vote on their behalf at the AGM. To do so, they will need to complete the following steps:

No.	Steps	Details
1	Pre-registration	<p>Unitholders and CPF/SRS investors must pre-register at the pre-registration website at www.keppelreit.com/agm2022 from now till 10.30 a.m. on 20 April 2022 to enable the Manager to verify their status as Unitholders.</p> <p>Following the verification, authenticated persons will receive an email which will contain user ID and password details, as well as the link to access the “live” audio-visual webcast and a toll-free telephone number to access the “live” audio-only stream of the AGM proceedings.</p> <p>Persons who do not receive the email by 5.00 p.m. on 21 April 2022 but have registered by the 20 April 2022 deadline should contact the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., via email at keppel@boardroomlimited.com or via phone at +65 6536 5355 (Mondays to Fridays, excluding Public Holidays, from 8.30 a.m. to 5.30 p.m.).</p> <p>Persons who hold Units through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at www.keppelreit.com/agm2022 for the “live” broadcast of the AGM. Such persons who wish to participate in the “live” broadcast of the AGM should instead approach their relevant intermediary as soon as possible, and by no later than 5.00 p.m. on 12 April 2022 in order to make the necessary arrangements.</p>
2	Submission of questions	<p>While Unitholders will be able to ask questions during the AGM via the “live” textbox function at the AGM, they may also submit their questions in advance of the AGM.</p> <p>Submission of questions: Unitholders may submit questions relating to the business of the AGM in advance of the AGM and no later than 3.00 p.m. on 12 April 2022 in the following manner:</p> <p>(a) via the pre-registration website at www.keppelreit.com/agm2022;</p> <p>(b) by email to investor.relations@keppelreit.com; or</p> <p>(c) by post to the Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.</p> <p>Addressing questions: The Manager will endeavour to answer all substantial and relevant questions received (i) prior to 3.00 p.m. on 12 April 2022 through the publication of its responses on SGXNet and on Keppel REIT’s website by 10.30 a.m. on 17 April 2022, and (ii) during the AGM via the “live” textbox function by addressing such questions during the AGM.</p> <p>Minutes of AGM: The Manager will publish the minutes of the AGM on Keppel REIT’s website and on SGXNet.</p>
3	Voting “live” or by submission of proxy form	<p>Unitholders: A Unitholder (whether individual or corporate) who wishes to exercise his/her/its voting rights at the AGM may:</p> <p>(a) vote “live” via electronic means at the AGM by pre-registering at www.keppelreit.com/agm2022 by no later than 10.30 a.m. on 20 April</p>

2022, or (ii) appoint a proxy (other than the Chairman) to vote "live" via electronic means at the AGM on his/her/its behalf by submitting the proxy form and pre-registering such proxy at www.keppelreit.com/agm2022 by no later than 10.30 a.m. on 20 April 2022; or

(b) appoint the Chairman as their proxy to vote on their behalf at the AGM.

CPF/SRS investors: CPF/SRS investors who wish to exercise their votes at the AGM may:

(a) vote "live" via electronic means at the AGM by pre-registering at www.keppelreit.com/agm2022 by no later than 10.30 a.m. on 20 April 2022; or

(b) appoint the Chairman as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF agent bank or SRS operator to submit their votes by 5.00 p.m. on 12 April 2022.

Investors (other than CPF/SRS investors): Persons holding units through other relevant intermediaries (other than CPF/SRS investors) who wish to vote should approach their relevant intermediaries as soon as possible, and by no later than 5.00 p.m. on 12 April 2022 to make the necessary arrangements for them to participate in the AGM and specify their voting instructions.

Pre-registration to vote "live" at the AGM: Unitholders (including CPF/SRS investors) who wish to vote "live" at the AGM or appoint a proxy to vote "live" at the AGM must first pre-register themselves or such proxy (as the case may be) via the pre-registration website at www.keppelreit.com/agm2022 by no later than 10.30 a.m. on 20 April 2022. Following verification, an email containing instructions on how to join the "live" broadcast will be sent to the Unitholder or such proxy (as the case may be) by 5.00 p.m. on 21 April 2022.

Submission of proxy forms: Proxy forms must be submitted in the following manner:

(a) if submitted by post, be lodged with the Unit Registrar, Boardroom Corporate & Advisory Services Pte Ltd, at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or

(b) if submitted electronically, be submitted via email to keppel@boardroomlimited.com;

in either case, by **10.30 a.m. on 20 April 2022.**

A Unitholder who wishes to submit a proxy form must complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above. The proxy form is not valid for use by investors holding units through relevant intermediaries (including CPF/SRS investors) and shall be ineffective for all intents and purposes if used or purported to be used by them.

Unitholders are strongly encouraged to submit completed proxy forms electronically via email.

Specific voting instructions to be given: Where Unitholders (whether individual or corporate) appoint the Chairman as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman as proxy for that resolution will be treated as invalid.

		<p>Where a Unitholder (whether individual or corporate) appoints a proxy (other than the Chairman) to be their proxy through the proxy form to vote “live” via electronic means at the AGM but does not pre-register such proxy at www.keppelreit.com/agm2022 by 10.30 a.m. on 20 April 2022:</p> <p>(a) if specific instructions as to voting, or abstentions from voting, in respect of a resolution in such proxy form are given, the Chairman will be appointed as the proxy to vote in accordance with such instructions, or</p> <p>(b) if specific instructions are not given as to voting, or abstentions from voting, in respect of a resolution in such proxy form, the appointment of such proxy (other than the Chairman) as proxy for that resolution will be treated as invalid.</p>
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