



CAPITALAND ASCENDAS REIT

(Constituted in the Republic of Singapore pursuant to a trust deed dated 9 October 2002 (as amended))

ANNOUNCEMENT

ANNUAL GENERAL MEETING TO BE HELD ON 28 APRIL 2023

Please note that no food or snacks will be served and there will be no distribution of vouchers or door gifts at the upcoming AGM, as well as at future AGMs.

1. **Background**

CapitaLand Ascendas REIT Management Limited, as manager of CapitaLand Ascendas REIT (“**CLAR**”, and the manager of CLAR, the “**Manager**”) refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed entities in Singapore to convene, hold or conduct general meetings;
- (b) 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 sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts; and
- (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), read together with the FAQs on “The Holding of General Meetings” issued by Singapore Exchange Regulation on 23 May 2022, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.

2. **Date, time and place of AGM**

The Manager wishes to announce that, the annual general meeting (“**AGM**”) of the holders of units in CLAR (“**Unitholders**”) will be held in a **wholly physical format** at Pan Pacific Singapore, Pacific 2 & 3, Level 1, 7 Raffles Boulevard, Marina Square, Singapore 039595 on Friday, 28 April 2023 at 3.00 p.m. pursuant to the Order. There will be **no option to participate virtually**.

3. **Notice of AGM and Proxy Form**

The Notice of AGM dated 6 April 2023 (the “**Notice of AGM**”) and Proxy Form will be sent to Unitholders solely by electronic means via publication on CLAR’s website at <https://investor.capitaland-ascendasreit.com/agm.html> and the SGX website at <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to Unitholders.

4. **Arrangements for conduct of the AGM**

Unitholders, including CPF and SRS investors, may participate in the AGM by:

- (a) attending the AGM in person;
- (b) submitting questions to the Chairman of the AGM in advance of, or at, the AGM; and/or
- (c) voting at the AGM (i) themselves; or (ii) through duly appointed proxy(ies)¹.

Arrangements relating to:

- (i) attendance at the AGM by Unitholders, including CPF and SRS investors, and (where applicable) duly appointed proxy(ies);
- (ii) submission of questions to the Chairman of the AGM by Unitholders, including CPF and SRS investors, in advance of, or at, the AGM, and addressing of substantial and relevant questions in advance of, or at, the AGM; and
- (iii) voting at the AGM by Unitholders, including CPF and SRS investors, or (where applicable) duly appointed proxy(ies),

are set out in the Notice of AGM. In particular, CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their votes **by 5.00 p.m. on Tuesday, 18 April 2023**, being seven days before the date of the AGM.

5. **Persons who hold units in CLAR (“Units”) through relevant intermediaries (other than CPF and SRS investors)**

Persons who hold Units through relevant intermediaries (as defined in the Notice of AGM), other than CPF and SRS investors, and who wish to participate in the AGM by:

- (a) attending the AGM in person;
- (b) submitting questions to the Chairman of the AGM in advance of, or at, the AGM; and/or
- (c) voting at the AGM (i) themselves; or (ii) by appointing the Chairman of the AGM as proxy to vote on their behalf,

¹ For avoidance of doubt, CPF and SRS investors will not be able to appoint third party proxy(ies) (i.e., persons other than the Chairman of the AGM) to attend, speak and/or vote at the AGM on their behalf.

should contact the relevant intermediary through which they hold such Units as soon as practicable in order for the necessary arrangements to be made for their participation in the AGM.

6. **Live screening of the AGM**

Unitholders, including CPF and SRS investors, who do not wish to, or are unable to, attend the AGM in person but who wish to watch the AGM proceedings, may do so remotely by accessing a live webcast of the AGM if they have registered to do so, details of which are set out in the Notice of AGM. They will not be able to submit questions or vote remotely via the live webcast of the AGM proceedings. They can refer to the Notice of AGM which sets out arrangements by which they may submit questions to the Chairman of the AGM in advance of the AGM and/or appoint a proxy(ies) to attend, speak and vote on their behalf at the AGM.

7. **Key actions to be taken**

In summary, the key actions to be taken by Unitholders, based on the manner in which they hold their Units, are set out in the table below:

	If you hold Units via CDP	If you hold Units through CPF or SRS	If you hold Units through a relevant intermediary
You wish to attend, speak and vote at the AGM	Register in person at the AGM venue <u>by 3.00 p.m. on 28 April 2023</u>		Approach your relevant intermediary (if your relevant intermediary has not already contacted you)
You wish to ask questions in advance of the AGM	Submit questions in advance via the AGM website, via email or by post <u>by 3.00 p.m. on 14 April 2023</u>		Approach your relevant intermediary (if your relevant intermediary has not already contacted you)

	If you hold Units via CDP	If you hold Units through CPF or SRS	If you hold Units through a relevant intermediary
You do not wish to attend the AGM, but wish to vote by <u>appointing Chairman of the AGM as proxy</u>	Submit instrument of proxy² appointing Chairman of the AGM as proxy via the online process through the AGM website, via email or by post <u>by 3.00 p.m. on 25 April 2023</u>	Approach your CPF Agent Bank or SRS Operator to submit your votes <u>by 5.00 p.m. on 18 April 2023</u>	Approach your relevant intermediary to submit your votes (if your relevant intermediary has not already contacted you)
You do not wish to attend the AGM, but wish to <u>appoint third party proxy(ies) to attend, speak and vote at the AGM</u>	Submit instrument of proxy² appointing third party proxy(ies) via the online process through the AGM website, via email or by post <u>by 3.00 p.m. on 25 April 2023</u> Your proxy(ies) must register in person at the AGM venue <u>by 3.00 p.m. on 28 April 2023</u>	Not applicable	Not applicable
You do not wish to attend the AGM, but wish to <u>watch the AGM proceedings remotely</u>	Register at the AGM website by <u>3.00 p.m. on 25 April 2023</u>		Approach your relevant intermediary (if your relevant intermediary has not already contacted you)

2 An instrument appointing a proxy(ies) which is executed by an attorney under a power of attorney or other authority on behalf of the appointor, or by a corporation under its common seal, may only be submitted by post or via email using the Proxy Form, and not via the AGM website.

8. Key Dates / Timelines

The table below sets out the key dates/timelines for Unitholders to note:

Key Dates / Timelines	Actions
5.00 p.m. on 13 April 2023 (Thursday)	Deadline for any Unitholder who wishes to receive printed copies of CLAR's Annual Report 2022 to submit the online Request Form which is accessible at CLAR's website at https://investor.capitaland-ascendasreit.com/agm.html .
3.00 p.m. on 14 April 2023 (Friday)	Deadline for Unitholders, including CPF and SRS investors, to submit questions in advance of the AGM.
5.00 p.m. on 18 April 2023 (Tuesday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
3.00 p.m. on 25 April 2023 (Tuesday)	Deadline for Unitholders to submit instruments appointing a proxy(ies) for the AGM.
3.00 p.m. on 25 April 2023 (Tuesday)	Deadline for Unitholders, including CPF and SRS investors who do not wish to, or are unable to, attend the AGM in person but wish to watch the AGM proceedings, to register for the live screening of the AGM.
12.00 p.m. on 27 April 2023 (Thursday)	<p>Authenticated registrants will receive an email confirming successful registration which will contain unique user credentials as well as instructions on how to access the live webcast of the AGM proceedings. Registrants who have registered by the 25 April 2023 deadline but have not received the confirmation email by 12.00 p.m. on Thursday, 27 April 2023 should contact CLAR's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at (65) 6536 5355 (during office hours) or via email at Clar2023@boardroomlimited.com before 5.00 p.m. on Thursday, 27 April 2023.</p> <p>Registrants will not be able to submit questions or vote remotely via the live webcast of the AGM proceedings.</p>
Date and time of AGM: 3.00 p.m. on 28 April 2023 (Friday)	<p><i>Participate in person:</i> Attend the AGM in person at Pan Pacific Singapore, Pacific 2 & 3, Level 1, 7 Raffles Boulevard, Marina Square, Singapore 039595.</p> <p>Unitholders, including CPF and SRS investors, and (where applicable) duly appointed proxies, will need to register personally at the registration counter(s) outside the AGM venue, and should bring along their NRIC/passport to enable the CLAR's Unit Registrar to verify their identity for entry to, and (where applicable) be provided with a handheld device for electronic voting at, the physical meeting.</p>

Key Dates / Timelines	Actions
	<i>Watch the live screening:</i> Click on the link in the confirmation email and follow the instructions to watch the AGM proceedings remotely.

9. **Annual Report 2022 and Appendix**

CLAR's Annual Report 2022 and the Appendix dated 6 April 2023 (in relation to the proposed renewal of the Unit Buy-Back Mandate) have been published on CLAR's website at the URL <https://investor.capitaland-ascendasreit.com/agm.html>.

The above documents may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to Unitholders. Any Unitholder who wishes to receive a printed copy of the Annual Report 2022 should submit his/her/its request via the online Request Form which is accessible at CLAR's website at <https://investor.capitaland-ascendasreit.com/agm.html> no later than **5.00 p.m. on Thursday, 13 April 2023**.

10. **Other information**

For more information, Unitholders can refer to CLAR's website at <https://investor.capitaland-ascendasreit.com/agm.html>, or email the Manager at clar@capitaland.com, or contact CLAR's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at (65) 6536 5355 (during office hours) or via email at Clar2023@boardroomlimited.com.

11. **Important reminder**

The Manager may be required to change the arrangements for the AGM at short notice. Unitholders should check CLAR's website at <https://investor.capitaland-ascendasreit.com/agm.html> or the SGX website at <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

BY ORDER OF THE BOARD

CapitaLand Ascendas REIT Management Limited

(Registration Number: 200201987K)

as manager of **CapitaLand Ascendas REIT**

Michelle Koh

Company Secretary

Singapore

6 April 2023

Important Notice

The past performance of CLAR is not indicative of future performance. The listing of the units in CLAR (“Units”) on the Singapore Exchange Securities Trading Limited (the “SGX-ST”) does not guarantee a liquid market for the Units. The value of the Units and the income derived from them may fall as well as rise. Units are not obligations of, deposits in, or guaranteed by, CLARML or any of its affiliates. An investment in the Units is subject to investment risks, including the possible loss of the principal amount invested. Investors have no right to request that CLARML redeem or purchase their Units while the Units are listed on the SGX-ST. It is intended that holders of Units may only deal in their Units through trading on the SGX-ST.

This announcement is for information only and does not constitute an invitation or offer to acquire, purchase or subscribe for the Units.