



A Member of CapitalLand

**ASCOTT RESIDENCE TRUST (ART)
2021 Annual General Meeting (AGM or Meeting)**
To be convened and held by electronic means on
Monday, 19 April 2021 at 10.00 a.m.

HOW DO I PARTICIPATE IN THE AGM?

1. Pre-register for audio-visual webcast or audio-only stream by 10.00 a.m. on 16 April 2021

Stapled Securityholders and CPF and SRS investors will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers.

In order to do so, **pre-registration is required** at the URL https://investor.ascottresidencetrust.com/agm_egm.html by **10.00 a.m. on 16 April 2021** for verification of status as Stapled Securityholders of ART.

2. Submit questions by 10.00 a.m. on 16 April 2021

Stapled Securityholders may also submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting in advance of the AGM. In order to do so, questions are to be submitted in the following manner by **10.00 a.m. on 16 April 2021**:

- if submitted electronically, via ART's pre-registration website at the URL https://investor.ascottresidencetrust.com/agm_egm.html; **or**
- if submitted by post, be deposited at the office of ART's Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.

Stapled Securityholders who submit questions by post to ART's Stapled Security Registrar must also provide the following information:

- the Stapled Securityholder's full name;
- the Stapled Securityholder's address; and
- the manner in which the Stapled Securityholder holds Stapled Securities in ART (e.g. via CDP, CPF or SRS).

3. Submit proxy forms to vote by 10.00 a.m. on 17 April 2021

Stapled Securityholders who wish to exercise their voting rights at the AGM must appoint the Chairman of the Meeting as their proxy by completing the Proxy Form and giving specific instructions as to voting, or abstentions from voting accordingly.

Please note that in the absence of specific instructions in respect of a resolution, the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

The Proxy Form is available on ART's website and on the SGXNET website at the URLs https://investor.ascottresidencetrust.com/agm_egm.html and <https://www.sgx.com/securities/company-announcements>, respectively. The Proxy Form is to be downloaded, completed and signed before submitting to ART's Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., in the following manner:

- if submitted by post, be lodged at the office of ART's Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; **or**
- if submitted electronically, be submitted via email to ART's Stapled Security Registrar at ART2021@boardroomlimited.com,

in either case, by **10.00 a.m.** on **17 April 2021**, being 48 hours before the time of the scheduled AGM.

FREQUENTLY ASKED QUESTIONS

A. PRE-REGISTRATION

1. Who can register to attend the AGM?

All Stapled Securityholders of ART and CPF and SRS investors can attend the AGM by observing the live audio-visual webcast or listening to the live audio-only stream of the AGM. Stapled Securityholders and CPF and SRS investors are required to pre-register their interest for the virtual AGM to verify their status as Stapled Securityholders.

Following the verification, a confirmation email containing the link and unique login credentials to access the virtual AGM will be sent to authenticated Stapled Securityholders by **10.00 am on 18 April 2021**.

2. How do I register?

Stapled Securityholders and CPF and SRS investors are required to pre-register at the URL https://investor.ascottresidencetrust.com/agm_egm.html by following the steps below:

Step 1:

- Click on “Pre-register for the AGM” to access the registration form.
- Complete the information required on the registration form and click “Next”.
- Review your input and ensure it is accurate before clicking “Submit”.

Step 2:

- After you click “Submit”, an acknowledgement of your registration will appear on the screen. An acknowledgement email will also be sent to your email address.

Notes:

- i Authenticated Stapled Securityholders will receive a confirmation email **no later than 10.00 am on 18 April 2021**, containing the link and unique login credentials to access the audio-visual webcast, and the telephone number and participant PIN to access the live audio-only stream of the AGM proceedings.
- ii Stapled Securityholders and CPF and SRS investors who receive the confirmation email can then observe or listen to the AGM proceedings through a live audio-visual webcast (via their mobile phones, tablets or computers) or live audio-only stream (via their phones).
- iii Stapled Securityholders and CPF and SRS investors who have registered by the 16 April 2021 deadline but do not receive any email response by **10.00 a.m.** on **18 April 2021** should contact ART’s Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6536 5355 between 8.30 a.m. and 12.00 p.m. on 19 April 2021 or via email at ART2021@boardroomlimited.com.

3. When can I pre-register for the AGM?

Pre-registration for the AGM **starts on 26 March 2021 and closes at 10.00 a.m. on 16 April 2021.**

4. Why can't I attend the AGM in person?

Due to the current COVID-19 situation in Singapore, Stapled Securityholders will not be able to attend the AGM in person. The AGM is being convened, and will be held, by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020.

5. Can I register another person to observe the live audio-visual webcast or listen to the live audio-only stream on my behalf?

No. The AGM is a private event for Stapled Securityholders of ART and CPF and SRS investors. Only authenticated Stapled Securityholders of ART and CPF and SRS investors will receive login credentials to observe the live audio-visual webcast or listen to the live audio-only stream of the AGM.

6. If I hold ART Stapled securities via a securities sub-account in a depository agent (e.g. a nominee company), can I register to observe the live audio-visual webcast or listen to the live audio-only stream?

You should contact your depository agent as soon as possible in order to make the necessary arrangements for your participation in the AGM.

7. If I am a CPF and/or SRS investor holding ART Stapled Securities, can I register to observe the live audio-visual webcast or listen to the live audio-only stream?

Yes, you can pre-register to observe the live audio-visual webcast or listen to the live audio-only stream. However, if you wish to submit your votes, you need to contact your CPF Agent Banks and/or SRS Operators through which you hold your ART Stapled Securities as soon as possible to submit your votes by **5.00 p.m. on 7 April 2021.**

8. Why do I need to provide my full NRIC/Passport number?

This is to enable us to accurately verify your status as Stapled Securityholders.

B. ASKING QUESTIONS

1. Can I ask any questions at the AGM?

You will not be able to ask questions during the live audio-visual webcast or through the live audio-only stream of the AGM. Therefore, it is important for Stapled Securityholders who wish to ask questions to submit their questions in advance of the AGM.

Questions should relate to the resolutions to be tabled for approval at the AGM and are to be submitted in the following manner by **10.00 a.m.** on **16 April 2021**:

- if submitted electronically, via ART's pre-registration website at the URL https://investor.ascottresidencetrust.com/agm_egm.html; **or**
- if submitted by post, be deposited at the office of ART's Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.

Stapled Securityholders who submit questions by post to ART's Stapled Security Registrar must also provide the following information:

- the Stapled Securityholder's full name;
- the Stapled Securityholder's address; and
- the manner in which the Stapled Securityholder holds Stapled Securities in ART (e.g. via CDP, CPF or SRS).

We will endeavour to address all substantial and relevant questions submitted in advance of the AGM prior to or during the AGM. We will publish the responses to the substantial and relevant questions which Ascott Residence Trust Management Limited, as manager of Ascott Reit, and Ascott Business Trust Management Pte. Ltd., as trustee-manager of Ascott Business Trust, are unable to address during the AGM, on ART's website and on SGXNET prior to the AGM. We will publish the minutes of the AGM on ART's website and on SGXNET, and the minutes will include the responses to the substantial and relevant questions which are addressed during the AGM.

2. Is there a deadline to submit questions for AGM?

All questions must be submitted by **10.00 a.m.** on **16 April 2021**.

Please refer to B1 above on how to submit questions in advance of the AGM.

C. VOTING

1. Would I be able to vote electronically?

No. The trust deed dated 19 January 2006 constituting Ascott Reit (as amended), the trust deed dated 9 September 2019 constituting Ascott Business Trust (as amended) and the stapling deed dated 9 September 2019 comprising Ascott Reit and Ascott Business Trust currently do not permit Stapled Securityholders to vote at general meetings in absentia (such as via mail or email).

2. How do I vote if I can only attend the AGM electronically?

If you wish to vote, you must appoint the Chairman of the Meeting as your proxy. You must first download, complete and sign the proxy form, before scanning and sending it by email to ART2021@boardroomlimited.com, or submitting it by post to the office of ART's Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 by **10.00 a.m.** on **17 April 2021**, being 48 hours before the time of the scheduled AGM.

In view of the COVID-19 situation in Singapore, Stapled Securityholders are strongly encouraged to submit completed Proxy Forms electronically via email.

If you are a CPF or SRS investor who wishes to appoint the Chairman of the Meeting as proxy, you should approach your respective Agent Banks/SRS operators to submit your vote by **5.00 p.m.** on **7 April 2021**.

3. Where can I find the proxy forms? Will hardcopies of the proxy forms be sent to me?

Printed copies of the proxy form will not be sent to Stapled Securityholders. You may download the proxy form at https://investor.ascottresidencetrust.com/agm_egm.html.

4. How do I submit the proxy forms?

Please refer to C2 above on how to submit the proxy forms.

5. Is there a deadline to submit the proxy forms?

Duly completed and signed proxy forms are to be lodged at the office of ART's Stapled Security Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 or submitted via email to ART2021@boardroomlimited.com by **10.00 a.m.** on **17 April 2021**.

For CPF and SRS investors - please refer to A7 and C2 above.

D. ACCESSING THE ANNUAL REPORT 2020

1. Electronic Copies of the Annual Report 2020

In our efforts to go green, printed copies of the Annual Report 2020 will not be despatched to Stapled Securityholders unless requested by Stapled Securityholders.

Electronic copies of the Annual Report 2020 are available on:

- ART'S website at https://investor.ascottresidencetrust.com/agm_egm.html; and
- SGXNET at <https://www.sgx.com/securities/company-announcements>.

2. Request for Printed Copies of the Annual Report 2020

To obtain a printed copy of the Annual Report 2020, please submit a request in the following manner:

- download, print and complete the Request Form which may be accessed at the URL https://investor.ascottresidencetrust.com/agm_egm.html by clicking on the download link for “Request Form”, and return it to us by mailing the completed Request Form with the envelope enclosed; **or**
- submit an online request at the URL https://investor.ascottresidencetrust.com/agm_egm.html by clicking on the link “submit your request online”.

in either case, by **7 April 2021**¹.

E. ACCESSING THE AGM

1. How do I access the AGM proceedings?

The AGM is scheduled for **10.00 a.m.** on **19 April 2021**.

Pre-registration is required. Please refer to A2 on the pre-registration process. Stapled Securityholders and CPF and SRS investors who receive the confirmation email can either log in to observe the live audio-visual webcast or dial in to listen to the live audio-only stream.

Audio-visual webcast

- Click on the URL link indicated in the confirmation email sent to you.
- Key in the unique user ID and password provided in the confirmation email when prompted.
- The webcast will be accessible 10 minutes before the commencement of the AGM. You will be put on hold until the AGM commences at 10.00 a.m.

¹ To request for a printed copy of the Annual Report 2020 after this date, please write in to ask-us@ascottresidencetrust.com (subject to availability).

Audio-only stream

- Call the toll-free telephone number indicated in the confirmation email sent to you.
- Key in the conference code provided in the confirmation email when prompted.
- You will be put on hold until the AGM commences at 10.00 a.m.

F. GENERAL

1. If there are any changes to the AGM, how would I know?

Stapled Securityholders are encouraged to regularly check ART's website at https://investor.ascottresidencetrust.com/agm_egm.html and SGXNET announcements on <https://www.sgx.com/securities/company-announcements> for any updates concerning the AGM.

2. Who can I contact for help?

For further questions relating to the AGM proceedings, you may contact the following:

Stapled Security Registrar

Boardroom Corporate & Advisory Services Pte. Ltd.

Email: ART2021@boardroomlimited.com

Tel: +65 6536 5355 (weekdays, 8.30am to 5.30pm)

Investor Relations

Email: ask-us@ascottresidencetrust.com