



(Constituted in the Republic of Singapore pursuant to a trust deed dated 19 October 2006 (as amended))

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**ANNUAL GENERAL MEETING OF UNITHOLDERS  
TO BE HELD ON 27 APRIL 2021**

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**1. INTRODUCTION**

The board of directors of First REIT Management Limited (the “**Board**”), in its capacity as manager of First Real Estate Investment Trust (“**First REIT**”, and the manager of First REIT, the “**Manager**”) refers to:

- (a) 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 listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means; and
- (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 was gazetted on 13 April 2020 (as amended) and is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of real estate investment trusts.

**2. DATE OF AGM**

The Board wishes to inform holders of units in First REIT (“**Units**”, and the holders of Units, “**Unitholders**”) that pursuant to the Order, the annual general meeting (“**AGM**”) will be convened and held by way of electronic means on **Tuesday, 27 April 2021 at 2:00 p.m. (Singapore Time)**.

The Lead Independent Director of the Board, Mr Chan Pengee Adrian, and the Executive Director and Chief Executive Officer, Mr Tan Kok Mian Victor, will conduct the proceedings of the AGM.

**3. NO DESPATCH OF PRINTED COPY OF NOTICE OF AGM AND PROXY FORM**

The Notice of AGM and the instrument appointing the Chairman of the AGM as proxy (“**Proxy Form**”) will be sent to Unitholders solely by electronic means via publication on First REIT’s website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html), and will also be made available 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.

A Unitholder will need an internet browser and a PDF reader to view these documents on the SGX website and First REIT’s website.

#### 4. NO PERSONAL ATTENDANCE AT AGM

As the AGM will be convened and held by way of electronic means, **Unitholders will not be able to attend the AGM in person**. Instead, alternative arrangements have been put in place to allow Unitholders to participate at the AGM by:

- (a) observing and/or listening to the AGM proceedings via “live” audio-visual webcast or via “live” audio-only stream;
- (b) submitting questions in advance of the AGM; and/or
- (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

Please see paragraph 5 below for details of these alternative arrangements.

#### 5. ALTERNATIVE ARRANGEMENTS

The following are the alternative arrangements which have been put in place for the AGM:

##### 5.1 Pre-registration for “live” audio-visual webcast and “live” audio-only stream

Unitholders will be able to observe the AGM proceedings through a “live” audio-visual webcast via their mobile phones, tablets or computers or listen to the AGM proceedings through a “live” audio-only stream via mobile phone or telephone. In order to do so, Unitholders must pre-register by **2:00 p.m. (Singapore Time) on Saturday, 24 April 2021**, at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html) to enable the Manager to verify his/her/its status as Unitholders.

Following the verification, authenticated Unitholders will receive an email containing instructions on how to access the audio-visual webcast and audio-only stream of the AGM proceedings latest by **2:00 p.m. (Singapore Time) on Monday, 26 April 2021** (the “Confirmation Email”).

Unitholders who do not receive the Confirmation Email by **2:00 p.m. (Singapore Time) on Monday, 26 April 2021**, but who have registered by the **2:00 p.m. (Singapore Time) on Saturday, 24 April 2021** deadline, should contact First REIT’s Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6536 5355 from **10:00 a.m. to 4:00 p.m. (Singapore Time) on Monday, 26 April 2021**.

##### 5.2 Submission of questions in advance

Unitholders may also submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the AGM, in advance of the AGM. In order to do so, questions must be submitted in the following manner by **2:00 p.m. (Singapore Time) on Saturday, 24 April 2021**:

- (a) if submitted electronically, be submitted:
  - (i) via the pre-registration website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html);  
or
  - (ii) via email by completing the Submission of Questions Form provided by the Manager on First REIT’s website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html) and on the SGX website at the URL <https://www.sgx.com/securities/company->

[announcements](#) and sending the same to First REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at [FRAGM2021@boardroomlimited.com](mailto:FRAGM2021@boardroomlimited.com);  
or

- (b) in hard copy by completing the Submission of Questions Form provided by the Manager on First REIT's website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html) and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and sending the same by post to the office of First REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623.

The Manager will endeavour to address all substantial and relevant questions submitted in advance of the AGM, prior to or during the AGM and the Manager will publish the responses to those questions which the Manager will not be addressing during the AGM, on First REIT's website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html) and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> prior to the AGM.

The Manager will, within one month after the date of the AGM, publish the minutes of the AGM on First REIT's website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html) and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>, and the minutes will include the responses to the substantial and relevant questions which are addressed during the AGM.

**Please note that Unitholders will not be able to ask questions at the AGM “live” during the audio-visual webcast and the “live” audio-only stream, and therefore it is important for Unitholders to pre-register their participation in order to be able to submit their questions in advance of the AGM.**

### 5.3 Proxy voting

Unitholders will not be able to vote online on the resolutions to be tabled for approval at the AGM. Instead, if a Unitholder (whether individual or corporate) wishes to exercise his/her/its voting rights at the AGM, he/she/it must submit a Proxy Form to appoint the Chairman of the AGM as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM.

The Proxy Form is available on First REIT's website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html), and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

Unitholders (whether individual or corporate) appointing the Chairman of the AGM as proxy must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in respect of a resolution in the Proxy Form, failing which the appointment of the Chairman of the AGM as proxy for that resolution will be treated as invalid.

The Proxy Form must be submitted electronically via email or in hard copy form:

- (a) if submitted electronically, be submitted via email to First REIT's Unit Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at [FRAGM2021@boardroomlimited.com](mailto:FRAGM2021@boardroomlimited.com); or
- (b) if in hard copy, submitted by post to First REIT's Unit Registrar's office at Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623,

in either case not later than **2:00 p.m. (Singapore Time) on Saturday, 24 April 2021** (the “Proxy Deadline”).

Unitholders who wish to submit the Proxy Form must complete and sign the Proxy Form, before submitting it by post to the address provided above, or scanning and sending it by email to the email address provided above.

The Chairman of the AGM, as proxy, need not be a Unitholder.

#### **5.4 Unitholders who hold Units through relevant intermediaries**

Unitholders who hold their Units through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore, and who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings through “live” audio-visual webcast or “live” audio-only stream; (b) submitting questions in advance of the AGM; and/or (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM, should approach their respective relevant intermediaries through which they hold such Units as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

For the avoidance of doubt, CPF and SRS investors who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings through “live” audio-visual webcast or “live” audio-only stream and/or (b) submitting questions in advance of the AGM should refer to paragraphs 5.1 and 5.2 above respectively. However, CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **Thursday, 15 April 2021**, being seven (7) working days before the date of the AGM.

## **6. KEY DATES/DEADLINES**

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

<b>KEY DATES</b>	<b>ACTIONS</b>
Thursday, 15 April 2021	Deadline for CPF or SRS investors who wish to exercise their votes by appointing the Chairman of the AGM as proxy to approach their respective CPF agent banks or SRS Operators to submit their voting instructions.
2:00 p.m. (Singapore Time) on Saturday, 24 April 2021	Deadline for Unitholders to submit questions in advance.
2:00 p.m. (Singapore Time) on Saturday, 24 April 2021	Deadline for Unitholders to pre-register at <a href="https://www.first-reit.com/ir_agm.html">https://www.first-reit.com/ir_agm.html</a> for “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings.
2:00 p.m. (Singapore Time) on Saturday, 24 April 2021	Deadline for submission of Proxy Form for appointing Chairman of the AGM as proxy to cast the votes at AGM.
2:00 p.m. (Singapore Time) on Monday, 26 April 2021	Authenticated Unitholders will receive the Confirmation Email which will contain user ID and password details, as well as the link to access the “live” audio-visual webcast and

	<p>a toll-free telephone number to access the “live” audio-only stream of the AGM proceedings.</p> <p>Unitholders who do not receive the Confirmation Email by 2:00 p.m. (Singapore Time) on Monday, 26 April 2021, but who have registered by the 2:00 p.m. (Singapore Time) on Saturday, 24 April 2021 deadline, should contact First REIT’s Unit Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at +65 6536 5355 between 10:00 a.m. to 4:00 p.m. (Singapore Time) on Monday, 26 April 2021.</p>
<p><b>Date and time of “live” audio-visual webcast or “live” audio-only stream of the AGM</b></p> <p><b>2:00 p.m. (Singapore Time) on Tuesday, 27 April 2021</b></p>	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and enter the user ID and password to access the “live” audio-visual webcast of the AGM proceedings; or</li> <li>• Call the toll-free telephone number in the Confirmation Email to access the “live” audio-only stream of the AGM proceedings.</li> </ul>

## 7. FY2020 ANNUAL REPORT

The FY2020 Annual Report has been uploaded on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and may be accessed at First REIT’s website at the URL [https://www.first-reit.com/ir\\_ar.html](https://www.first-reit.com/ir_ar.html).

## 8. FURTHER INFORMATION

For further information on the conduct of the AGM and the alternative arrangements, Unitholders can refer to First REIT’s website at the URL [https://www.first-reit.com/ir\\_agm.html](https://www.first-reit.com/ir_agm.html).

The Manager wishes to remind Unitholders that, due to the COVID-19 situation in Singapore, the Manager may be required to change its AGM arrangements at short notice. Unitholders should check the above URL and the SGX website for the latest status of the AGM.

The Manager wishes to thank all Unitholders for their patience and co-operation in enabling the Manager to hold the AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By Order of the Board

Tan Kok Mian Victor  
Executive Director and Chief Executive Officer  
First REIT Management Limited  
(Company registration no. 200607070D)  
As Manager of First Real Estate Investment Trust

5 April 2021

## **Important Notice**

This Announcement is for information only and does not constitute an invitation or offer to acquire, purchase or subscribe for units in First REIT ("**Units**").

The value of Units and the income derived from them may fall as well as rise. Units are not obligations of, deposits in, or guaranteed by, the Manager or any of its affiliates. An investment in Units is subject to investment risks, including the possible loss of the principal amount invested. The past performance of First REIT is not necessarily indicative of the future performance of First REIT.

Investors have no right to request the Manager to redeem their Units while the Units are listed. It is intended that Unitholders may only deal in their Units through trading on the SGX-ST. Listing of the Units on the SGX-ST does not guarantee a liquid market for the Units.

This Announcement may contain forward-looking statements that involve risks and uncertainties. Actual future performance, outcomes and results may differ materially from those expressed in forward-looking statements as a result of a number of risks, uncertainties and assumptions. Representative examples of these factors include (without limitation) general industry and economic conditions, interest rate trends, cost of capital and capital availability, competition from similar developments, shifts in expected levels of property rental income, changes in operating expenses (including employee wages, benefits and training costs), property expenses and governmental and public policy changes. Investors are cautioned not to place undue reliance on these forward-looking statements, which are based on the Manager's view of future events.