



MTR CORPORATION LIMITED
香港鐵路有限公司
(the "Company")
(Incorporated in Hong Kong with limited liability)
(Stock Code: 66)

16 April 2021

Dear Shareholder(s),

Pre-registration Arrangements for 2021 Annual General Meeting ("AGM")

Reference is made to the circular ("**Circular**") and the notice ("**Notice**") both dated 16 April 2021 in relation to the AGM of the Company to be held at Rotunda 3 (6/F), Kowloonbay International Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay, Hong Kong on Wednesday, 26 May 2021 at 11:30 a.m. Unless otherwise stated, capitalised terms used herein shall have the same meanings as those defined in the Circular and the Notice.

Pre-registration for Physical Attendance

Shareholders who wish to attend the AGM personally or by proxy, must register with the Company **during the period beginning at 9:00 a.m. on 16 April 2021 and ending at 12:00 noon on 20 May 2021** by visiting the website www.mtr.com.hk/AGMRegistration or scanning the QR Code here. For Non-registered Shareholders acting as proxy, please contact your bank, stockbroker, custodian or other agent, where your shares are held, on how to issue instruction to the Company's share registrar, Computershare Hong Kong Investor Services Limited ("**Share Registrar**") and the corresponding deadline. Duplicated registrations will be disregarded.



(A) Information Required

At the time of pre-registration, you or the person you wish to appoint as your proxy(ies) ("**Proxy**") will be required to provide the following details:

- (i) full name (as shown on Hong Kong Identity Card or passport);
- (ii) capacity (whether as Shareholder or Proxy); and
- (iii) email address.

(B) Notification

Successful applicants will be informed by email on 21 May 2021. Applicants (you or your Proxy) who do not receive an email notification confirming your successful application by 21 May 2021 will be deemed to have been unsuccessful and you (or your Proxy) will not be able to attend the AGM in person. No separate notification will be sent to unsuccessful applicants who may still submit questions to the AGM in accordance with the procedure set out below and are encouraged to vote by appointing the Chairman of the AGM as their proxy and will be able to view the proceedings (but not be counted towards the quorum or cast your vote) via the live webcast which will be available on 26 May 2021 by visiting the website www.mtr.com.hk/en/corporate/investor/shareholder_meeting.html.

(C) Attendance

Only successful applicants will be permitted to attend the AGM in person. They will be required to provide the confirmation notification on the day of the AGM and to go through the usual Shareholder registration and verification procedures.

The maximum number of Shareholders who will be able to physically attend the AGM (in person or by proxy) will be determined by reference to the legal restrictions on public gatherings in force at the time of the AGM. If there is an over-application for places, a ballot will be drawn to determine which Shareholders (or their Proxies) will be permitted to physically attend the AGM.

Submission of Questions prior to the AGM

The AGM proceedings will focus on the proposed resolutions with a view to minimising the time attendees are gathered in an enclosed environment. Accordingly, the Company has decided that the time for answering questions at the AGM will be limited to 15 minutes. Further, in light of this and to ensure that all Shareholders have an opportunity to ask questions, Shareholders are required to submit their questions in advance by visiting the website www.mtr.com.hk/AGMquestions or scanning the QR Code here **during the period beginning at 9:00 a.m. on 16 April 2021 and ending at 12:00 noon on 21 May 2021**. The Company will endeavor to answer as many relevant questions as possible at the AGM within the time allotted and, for questions which have not been dealt with at the AGM, the Company will address them afterwards as appropriate.



The Company will keep the evolving COVID-19 situation and the associated legal restrictions on public gatherings under review and may adjust the precautionary measures accordingly. Any material change in the measures will be announced closer to the date of the AGM. Shareholders should check the Company's website at www.mtr.com.hk/en/corporate/investor/shareholder_meeting.html or scan the QR Code here for further announcements and updates on the AGM arrangements.



Should you have any queries on this letter, please contact the Share Registrar on (852) 2862 8555 during business hours (9:00 a.m. to 6:00 p.m., Monday to Friday, excluding Hong Kong public holidays).

Yours faithfully,
For and on behalf of
MTR Corporation Limited
Gillian Elizabeth Meller
Company Secretary