



MTR CORPORATION LIMITED
香港鐵路有限公司

(the "Company")
(Incorporated in Hong Kong with limited liability)
(Stock Code: 66)



14 April 2022

Dear Shareholder(s),

Hybrid Meeting and Pre-registration Arrangements for 2022 Annual General Meeting ("Meeting")

Reference is made to the circular and the notice of the Company both dated 14 April 2022 in relation to the Meeting to be held at Rotunda 3 (6/F), Kowloonbay International Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay, Hong Kong ("**Venue**") on Wednesday, 25 May 2022 at 11:30 a.m.

In addition to physical attendance (subject to fulfillment of certain requirements), this year, shareholders of the Company ("**Shareholders**") will have the option of participating in the Meeting online. Shareholders may visit this website (<https://web.lumiagm.com/#/857806909>) ("**Online Platform**") to attend the Meeting from anywhere in a convenient and efficient manner using their mobile, tablet or computer device with an internet connection. Shareholders participating in the Meeting using the Online Platform will be able to view the live webcast of the Meeting, cast their votes on the resolutions, and will be counted towards the quorum of the Meeting.

With the aim of minimizing the risk of exposure to the Coronavirus Disease 2019 ("**COVID-19**"), the Company **encourages Shareholders to exercise their voting rights by attending the Meeting via the Online Platform or by appointing the Chairman of the Meeting as proxy to vote on their behalf.**

Online Attendance

For Shareholders who choose to attend the Meeting online, please refer to the "2022 Annual General Meeting – Guide For Online Users" by visiting the Company's website (www.mtr.com.hk) or scanning the QR Code on page 1 of this letter for details of login and operational procedures.

If you would like to appoint a proxy(ies) to attend the Meeting online, please complete the email address(es) of your proxy(ies) on the Proxy Form to enable them to receive the login details from Computershare Hong Kong Investor Services Limited ("**Share Registrar**"). If you or your proxy(ies) have/has not received the login details by email by 12:00 noon on Tuesday, 24 May 2022, please contact the Share Registrar on (852) 2862 8628 for assistance.

In addition to reading the "2022 Annual General Meeting – Guide For Online Users", registered corporate Shareholders and non-registered Shareholders should also take the following actions where appropriate:

- (1) Registered Corporate Shareholders: Please contact the Share Registrar on (852) 2862 8628 at least two business days before the Meeting (i.e. on or before 23 May 2022) for proxy appointment.
- (2) Non-registered Shareholders (whose shares in the Company are held through banks, securities brokers, custodians or other agents (collectively "**Intermediary**")): Please contact your Intermediary and instruct the Intermediary to appoint you as proxy or corporate representative to attend the Meeting online before the deadline(s) stipulated by your Intermediary. Please be reminded to provide your email address to the Intermediary for receiving the login details from the Share Registrar. Any proxy who has not received the login details by email by 12:00 noon on Tuesday, 24 May 2022 should contact the Share Registrar on (852) 2862 8628 for assistance.

For assistance while using the Online Platform

If you experience technical difficulties or require assistance while using the Online Platform during the Meeting, please contact the Share Registrar's hotline on (852) 2862 8646 from 9:00 a.m. to 1:00 p.m. on 25 May 2022. Please note that the hotline cannot record your vote(s) over the telephone.

Pre-registration for Physical Attendance

Registered Shareholders who wish to attend, or appoint their proxy(ies) to attend, the Meeting physically, must register with the Company **during the period beginning at 9:00 a.m. on 14 April 2022 and ending at 12:00 noon on 19 May 2022** by visiting the Company's website (www.mtr.com.hk) or scanning the QR Code on page 1 of this letter. For non-registered Shareholders acting as proxy, please contact your Intermediary for information on how to issue an instruction to the Share Registrar and the corresponding deadline. Any duplicate registrations will be disregarded.

(A) **Information Required**

At the time of pre-registration, Shareholders (or their proxy(ies)) will be required to provide the following details:

- (i) full name (for registered Shareholders, their name as shown on their share certificate(s); for others, their name as shown on their Hong Kong Identity Card or passport);
- (ii) capacity (whether Shareholder or proxy); and
- (iii) email address.

(B) **Notification**

Email notification of the results of the pre-registration applications will be sent to applicants on 20 May 2022. The Company reminds Shareholders to provide a valid email address, otherwise the applications will be considered invalid. Unsuccessful applicants are encouraged to exercise their voting rights by attending the Meeting online or by appointing the Chairman of the Meeting as their proxy to vote on their behalf.

(C) **Attendance**

Only successful applicants (as evidenced by the email notification mentioned above) will be permitted to physically attend the Meeting. They will be required to provide the confirmation notification on the day of the Meeting and to go through the usual registration and verification procedures.

No souvenirs or refreshment packs will be distributed at the Meeting to any attendees.

Given the limited number of seats available for physical attendance (50), if there is an over-application for places, a ballot will be drawn to determine which Shareholders (or their proxy(ies)) will be permitted to physically attend the Meeting.

As the Venue is a type of premises set out in the scheduled premises regulated under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F) ("Regulation"), all successful applicants entering into the Venue must abide by the latest requirements, including but not limited to scanning the QR Codes of "LeaveHomeSafe" and "Vaccine Pass", in accordance with the Regulation. As of 14 April 2022 (date of this letter), the Regulation requires people entering specified premises must have received at least two doses of a COVID-19 vaccine or provide a medical exemption certificate (or its equivalent) and are required to scan the "LeaveHomeSafe" QR code. Persons aged 65 or above or specified persons who do not have a smartphone and are unable to use the "LeaveHomeSafe" mobile application, can register their personal information by using the prescribed form when they enter into the specified premises.

Shareholders who are eligible to attend the Meeting physically or by proxy will be given an electronic poll voting ("EPV") device. For details of how to use the EPV device onsite, please refer to the "**User Guide for Electronic Poll Voting at 2022 Annual General Meeting (Physical Attendance)**" by visiting the Company's website (www.mtr.com.hk) or scanning the QR Code on page 1 of this letter.

Submission of Questions prior to the Meeting

To raise questions at the Meeting, all Shareholders (whether attending the meeting physically or online) are required to submit questions in advance by visiting the Company's website (www.mtr.com.hk) or scanning the QR Code on page 1 of this letter during the period **beginning at 9:00 a.m. on 14 April 2022 and ending at 12:00 noon on 19 May 2022**.

The Company will endeavor to answer as many relevant questions as possible at the Meeting within the time allotted (15-20 minutes) and, for questions which have not been dealt with at the Meeting, 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 Meeting. Shareholders should check the Company's website at (www.mtr.com.hk) for further announcements and updates on the Meeting arrangements.

Should you have any queries on this letter, please contact the Share Registrar on (852) 2862 8628 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

References to time and dates in this letter are to Hong Kong time and dates.

This letter is issued in English and Chinese. In case of any inconsistency, the English version shall prevail.