

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

Dear Shareholder(s),

12 April 2024

(1) 2023 Annual Report, (2) Circular in relation to the Proposals for Re-election of Retiring Directors, Election of a New Director, and General Mandates to Issue and Buy Back Shares, and the Notice of the 2024 Annual General Meeting, (3) Proxy Form and (4) Notification Letter relating to Hybrid Meeting Arrangements for the 2024 Annual General Meeting (collectively, the "Current Corporate Communications"), and (5) 2023 Sustainability Report

Each of the Current Corporate Communications has been prepared in English and Chinese. A copy prepared in the language different from that in which you have received (if you have received <u>either</u> the English <u>or</u> the Chinese version of the Current Corporate Communications) is available upon your request in writing to the Company's share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar"), at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, or to the email address: mtr.ecom@computershare.com.hk. The Current Corporate Communications include a notice convening an annual general meeting of the Company to be held as a hybrid meeting at the venue located at Rotunda 3 (6/F), Kowloonbay International Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay, Hong Kong with online access through an online platform on Wednesday, 22 May 2024 at 11:30 a.m.

The Company's 2023 Sustainability Report (the "Report") is published in electronic form only on the Company's website at <u>www.mtr.com.hk</u> and the website of The Stock Exchange of Hong Kong Limited ("HKSE") at <u>www.hkexnews.hk</u>. You may access it by clicking "Sustainability Website" under the "Corporate Responsibility" section of the Company's website, or browsing through the HKSE's website.

Means of Receipt of Future Corporate Communications and Solicitation of Electronic Contact Details

To support the environment and to ensure timely receipt of the future Corporate Communications^(Note 1) and Actionable Corporate Communications^(Note 2), the Company would like to ascertain your preference in receiving such future communications. <u>While you</u> have previously chosen to receive Corporate Communications in printed form, YOU ARE NOW REQUIRED TO MAKE A NEW ELECTION AS YOUR PREVIOUS ELECTION WILL BE DISREGARDED AFTER THE DATE OF THIS LETTER. Please note that your request, if any, for printed form will remain valid until the instruction has been revoked, superseded, or expired, or for one year from the date of receiving your instruction (whichever is earlier).

The Company recommends you to rely on the future Corporate Communications posted on the Company's website in place of being sent a printed copy of such Corporate Communications (the "Website Version") and provide your email address by scanning your personalised QR code printed on the enclosed reply form (the "Reply Form"), or completing, signing and returning the Reply Form to the Share Registrar, at the above address, or to the email address: <u>mtr.ecom@computershare.com.hk</u>. The Company is required by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited to send Actionable Corporate Communication to each of its securities holder individually.

If the Company does not receive a valid and functional email address provided by you in the Reply Form or **if we do not receive your Reply Form (or any other response indicating your objection) on or before 14 May 2024 and you are regarded as having exercised the Website Version option,** the Company will send to you by post at your address as appearing in the Company's register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communications on the Company's website and (ii) the Actionable Corporate Communications in printed form until such time when you have provided a valid and functional email address to the Share Registrar for receiving the same.

You may at any time by giving at least 7 days' notice in writing served on the Company or the Share Registrar (sent to the above address or by email to mtr.ecom@computershare.com.hk), change your means of receipt or choice of language of any future Corporate Communications.

Both English and Chinese versions of the Corporate Communications (including the Current Corporate Communications and the Report) in printed form are available free of charge from the Company or the Share Registrar and will be sent to you promptly upon receipt of your request in writing. They will also be available, from their date of despatch, on the Company's website at <u>www.mtr.com.hk</u> and the HKSE's website at <u>www.hkexnews.hk</u>.

If you have any queries relating to this letter, please call the Share Registrar's hotline on (852) 2862 8688 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

Note 1: Corporate Communications refer to any documents from time to time issued by the Company to holders of its securities including but not limited to (a) annual report; (b) interim report; (c) notice of meeting; (d) circular; and (e) proxy form.

Note 2: Actionable Corporate Communications refer to any corporate communication that seeks instructions from holders of the Company's securities on how they wish to exercise their rights or make an election as its securities holders.

REPLY FORM

To: MTR Corporation Limited (the "Company") c/o Computershare Hong Kong Investor Services Limited (the "Share Registrar")

17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

I/We refer to the letter dated 12 April 2024 issued by the Company (the "Letter") and would like to receive the Corporate Communications in the manner indicated below. Unless otherwise defined herein, the capitalised terms in this Reply Form are defined in the Letter.

(Please choose **only** <u>**ONE**</u> of the options below)

of the Company and notif Communications on the electronic dissemination	ceipt of Actionable Corporate Co fication of the publication of t Company's website, where ap by scanning <u>the personali</u> s who download this Reply Form)	he Corporate oplicable, via
Note: This Reply Form is not required to be returned if personalised QR code is used		
Option 2: I/We hereby provide my/our email address in writing for receipt of Actionable Corporate Communications of the Company and notification of the publication of the Corporate Communications on the Company's website, where applicable, via electronic dissemination Email address:		
Option 3: I/We hereby elect to receive the Actionable Corporate Communications and the Corporate Communications in printed form in the language(s) below. This instruction will remain valid until the instruction has been revoked, superseded, or expired, or for one year starting from receipt date of your instruction by the Share Registrar (whichever is earlier) (Please tick ("\sqrtm") only ONE box below) English version only Chinese version only		
Signature	Contact telephone number	Date
 Instructions to complete this Reply Form: Please complete all your details clearly. Please specify your name and address clearly in BLOCK LETTERS IN ENGLISH on the top left hand corner in this form if you download this Reply Form from the website of the Company or The Stock Exchange of Hong Kong Limited. If we do not receive your Reply Form (or any other response indicating your objection) on or before 14 May 2024, you will be regarded as having consented to relying on the Corporate Communications posted on the Company's website and the notification of the publication of the Corporate Communications will be sent to you by post in future. If your shares are held in joint names, any one of the joint shareholders may sign on this Reply Form. If more than one reply form is received from such joint shareholders, only the Reply Form signed and returned by the person whose name is listed before the other joint shareholders on the register will be contented. If your povide more than one email address by QR code, email, reply form and/or other means, only the latest email address provided will be registered. This Reply Form with no signature or otherwise incorrectly completed will be void at the sole discretion of the Company. For the avoidance of doubt, we do not accept any special instructions written on this Reply Form. 		
PERSONAL INFORMATION COLLECTION STATEMENT		
Corporate Communications, including without limitation, any verificati you fail to provide sufficient and accurate information, we may not be a provides administrative, computer and other services to us for the Purp	ion with you that may be required, and other share regis able to process your instructions. We may transfer your P oses, and to such parties who are authorized by law to re t access to and/or correction of your personal data in acc	and handling your instructions given on this Reply Form for receiving the try services relating to your shareholding (collectively, the "Purposes"). If ersonal Data to our agent, contractor, or third party service provider who quest the information. Your Personal Data will be retained for such period ordance with the provisions of the Personal Data (Privacy) Ordinance, and
By mail to: Personal Data Privacy Officer Computershare Hong Kong Investor Services Lin 17M Floor, Hopewell Centre, 183 Queen's Road E		By email to: <u>PrivacyOfficer@computershare.com.hk</u>
This Reply Form is issued in English and Chinese. In case of any inconsis	stency, the English version shall prevail.	MTR-12042024-1B(0)
Mailing Label		

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Computershare Hong Kong Investor Services Limited Freepost No. 37 Hong Kong Please cut the mailing label and stick it on an envelope to return this Reply Form to us.

No postage is necessary if posted in Hong Kong.