

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

Dear Shareholder(s),

Notice of Publication of

(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

The Current Corporate Communications and the Company's 2023 Sustainability Report (the "Report") (in both English and Chinese versions) are now available 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 those documents by clicking "Investor's Information" under "About MTR" section on the home page of the Company's website, then selecting "Financials and Reports" for the 2023 Annual Report and "Announcements/Circulars" for the other Current Corporate Communications, and by clicking "Sustainability Website" under the "Corporate Responsibility" section for the Report, or browsing through the HKSE's website. 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.

Solicitation of Electronic Contact Details

The Company is required by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited to send to holders of its securities individually any corporate communication that seeks instructions from them on how they wish to exercise their rights or make an election as its securities holders (the "Actionable Corporate Communications").

To support the environment and to ensure your timely receipt of the Actionable Corporate Communications, the Company recommends you to 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 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: <u>mtr.ecom@computershare.com.hk</u>. **If you have previously given the email address to receive notification letter for the publication of Corporate Communications**^(Note) **posted on the Company's website** (the "Notification Letter"), <u>YOU ARE STILL REQUIRED TO PROVIDE AN EMAIL ADDRESS AGAIN SINCE YOUR EARLIER EMAIL ADDRESS WILL BE DISREGARDED AFTER THE DATE OF THIS LETTER.</u>

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 on or before 14 May 2024, 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) the Notification Letter 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 notification, 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: 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.

12 April 2024

| | REPLY FORM |
|----------------|---|
| c/o Com | rporation Limited (the "Company") iputershare Hong Kong Investor Services Limited (the "Share Registrar") or, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong |
| | he letter dated 12 April 2024 issued by the Company (the "Letter") and would like to receive the Corporate Communications in dicated 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 to provide your email address) |
| Option 1: | My/Our <u>email address</u> 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 by scanning <u>the personalised QR code</u> (Not applicable to shareholders who receive this Reply Form by email or who download this Reply Form) |
| Ontion 2 | |
| Option 2: | 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 of y Form is not required to be returned if reply by email |
| | Corporate Communications on the Company's website, where applicable, via electronic dissemination by Form is not required to be returned if reply by email 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 |

Signature

Contact telephone number

Date

Instructions to complete this Reply Form:

1. 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. 2.

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 counted.
If your provide more than one email address by QR code, email, reply form and/or other means, only the latest email address provided will be registered.
If you provide more than one email address by QR code, email, reply form many on the reply form many on the registered.
This Development of the point wave provide will be unable to receive notifications regarding the publication of Corporate Communications.
If you provide more than one email address by QR code, email, reply form and/or other means, only the latest email address provided will be registered.

6.

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

Your supply of your contact telephone number and email address (the "Personal Data") is required for the purpose of processing and handling your instructions given on this Reply Form for receiving the Corporate Communications, including without limitation, any verification with you that may be required, and other share registry services relating to your shareholding (collectively, the "Purposes"). If you fail to provide sufficient and accurate information, we may not be able to process your instructions. We may transfer your Personal Data to our agent, contractor, or third party services provider who provides administrative, computer and other services to us for the Purposes, and to such parties who are authorized by law to request the information. Your Personal Data will be retained for such period as may be necessary to fulfil the Purposes. You have the right to request access to and/or correction of your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance, and any such request should be in writing by either of the following means:

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| By mai | l to: | Personal | Data | Privacy | Officer | |
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Computershare Hong Kong Investor Services Limited

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

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

MTR-12042024-1D(7)

By email to: PrivacyOfficer@computershare.com.hk

Mailing Label

> **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.