



招商局商業房託基金
China Merchants Commercial REIT

China Merchants Commercial Real Estate Investment Trust
招商局商業房地產投資信託基金

(a Hong Kong collective investment scheme authorized under section 104
of the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong))
(根據香港法例第571章《證券及期貨條例》第104條獲認可之香港集體投資計劃)
(Stock Code 股份代號: 01503)

Managed by
China Merchants Land Asset Management Co., Limited

由
招商局置地資產有限公司
管理

1 February 2024

Dear Non-registered Unitholder,

Arrangement of Electronic Dissemination of Corporate Communications

Pursuant to the amended Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") effective from 31 December 2023, China Merchants Commercial Real Estate Investment Trust ("CMC REIT") has adopted new arrangement to disseminate corporate communications ("Corporate Communications") electronically. No printed copies of Corporate Communications will be mailed out to you except by request. Please note that both the English and Chinese versions of all future Corporate Communications will be available electronically on the website of the CMC REIT at www.cmcreit.com and the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") at www.hkexnews.hk (the "Website Version") in place of printed copies.

A notice of publication of the Website Version of a Corporate Communication, in both English and Chinese, will be sent by the CMC REIT to you by email or by post, only if your email address or postal address (as the case may be) are provided to the CMC REIT by your banks, brokers, custodians, nominee(s) or HKSCC Nominees Limited through which your Units are held (collectively, the "Intermediaries"). In support of electronic communication by email, non-registered unitholders are recommended to provide their functional email addresses to their Intermediaries. If the CMC REIT does not receive your functional email address or postal address from your Intermediaries via HKSCC Nominees Limited, no notice of publication of the Website Version of a Corporate Communication will be sent to you.

We encourage you to access Corporate Communications of the CMC REIT in electronic form on the CMC REIT's website. If you wish to receive hard copies of all future Corporate Communications, please complete and return the Request Form on the reverse side of this letter to the unit registrar of CMC REIT, Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong or send an email to 1503-ecom@hk.tricorglobal.com. Please note that the hardcopy request will be valid unless being revoked or superseded or until expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if a non-registered unitholder prefers to continue receiving hard copies of future Corporate Communications.

Should you have any queries relating to any of the above matters, please call the unit registrar at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. Monday to Friday, excluding public holidays or send an email to 1503-ecom@hk.tricorglobal.com.

By order of the Board
China Merchants Land Asset Management Co., Limited
(as manager of China Merchants Commercial Real Estate Investment Trust)
Mr. HUANG Junlong
Chairman

Note: Corporate Communications include any document(s) issued or to be issued by CMC REIT for the information or action of holders of any of its securities or the investing public, including but not limited to annual report, interim report, notice of meeting, listing document, circular and proxy form.

各位非登記基金單位持有人：

以電子方式發佈企業通訊之安排

根據已於2023年12月31日生效的經修訂香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)，招商局商業房地產投資信託基金(「招商局商業房託基金」)採納有關向其非登記基金單位持有人發佈日後所有企業通訊的新安排。所有企業通訊均透過招商局商業房託基金網站(www.cmcreit.com)及聯交所網站(www.hkexnews.hk)(「網站版本」)以電子方式向非登記基金單位持有人提供並僅會於個別非登記基金單位持有人要求時才向其發送印刷本。閣下可於招商局商業房託基金網站www.cmcreit.com及聯交所網站www.hkexnews.hk瀏覽招商局商業房託基金的中、英文版企業通訊的網站版本。

招商局商業房託基金將透過電子郵件方式或郵寄方式(僅於閣下持有基金單位的銀行、經紀人、託管人、代理人或香港中央結算(代理人)有限公司(統稱「中介機構」)向招商局商業房託基金提供閣下的電郵地址或郵寄地址的情況下)向閣下發出發佈企業通訊網站版本的登載通知(包括英文及中文版本)。為了可透過電郵進行電子通訊，建議非登記基金單位持有人向其中介機構提供其有效的電郵地址。如招商局商業房託基金沒有收到閣下的中介機構透過香港中央結算(代理人)有限公司提供閣下的有效的電郵地址或郵寄地址，招商局商業房託基金將不會向閣下發送登載通知。

我們鼓勵閣下於招商局商業房託基金網站以電子形式瀏覽招商局商業房託基金的企業通訊。若閣下希望收取日後企業通訊之印刷版，請填妥本函背頁之申請表格並交回招商局商業房託基金的基金單位登記處，卓佳證券登記有限公司，地址為香港夏慤道16號遠東金融中心17樓或發送電子郵件至1503-ecom@hk.tricorglobal.com。請注意，非登記基金單位持有人的印刷版本要求將直至2025年12月31日到期前有效，除非被撤銷或取代(以較早者為準)。若非登記基金單位持有人希望繼續收到日後企業通訊的印刷本，則需要再作書面要求。

如閣下對本函內容有任何疑問，請致電基金單位登記處電話熱線(852) 2980 1333，辦公時間為星期一至五(公眾假期除外)上午9時正至下午6時正，或電郵至1503-ecom@hk.tricorglobal.com。

承董事會命
招商局置地資產有限公司
(作為招商局商業房地產投資信託基金的管理人)
主席
黃均隆先生
謹啟

2024年2月1日

附註：企業通訊包括招商局商業房託基金發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於年度報告、中期報告、會議通告、上市文件、通函、代表委任表格。

Non-registered Unitholder's information (English name and Address):
非登記基金單位持有人資料(英文姓名及地址)：

REQUEST FORM 申請表格

To: **China Merchants Commercial Real Estate Investment Trust**
(Stock Code: 01503) ("CMC REIT")
c/o Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

致：招商局商業房地產投資信託基金
(股份代號：01503) (「招商局商業房託基金」)
經卓佳證券登記有限公司
香港夏愨道16號
遠東金融中心17樓

REMINDER 提示

As a non-registered unitholder, if you wish to receive Corporate Communications⁽¹⁾ pursuant to the Listing Rules, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your units are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.

作為非登記基金單位持有人，如有意根據《上市規則》收取公司通訊⁽¹⁾，閣下應聯絡閣下持有基金單位的銀行、經紀、託管商、代理人或香港中央結算(代理人)有限公司(統稱「中介公司」)，並向閣下的中介公司提供閣下的電子郵件地址。

I/We would like to receive future Corporate Communications⁽¹⁾ in printed copy of the CMC REIT.

本人/吾等要求索取招商局商業房託基金今後刊發之企業通訊⁽¹⁾之印刷本。

Signature:

簽署：

Date:

日期：

Name:

姓名：

_____ (English 英文)

(in block letters 請以正楷填寫)

Contact Phone Number:

聯絡電話：

Postal Address:

郵寄地址：

Notes 附註：

- "Corporate Communications" include any document(s) issued or to be issued by CMC REIT for the information or action of holders of any of its securities or the investing public, including but not limited to annual reports, interim reports, notices of meeting, listing documents, circulars and proxy forms.
「企業通訊」包括招商局商業房託基金發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於年度報告、中期報告、會議通告、上市文件、通函、代表委任表格。
- This request will be valid unless being revoked or superseded or until expired on 31 December 2025 (whichever is earlier). Further request in writing will be required if a non-registered unitholder prefers to continue receiving printed copy of future Corporate Communications.
此請求將一直有效，除非被撤銷或取代，或者直到2025年12月31日到期(以較早者為準)。如果非登記基金單位持有人希望繼續收到日後的公司通訊的印刷本，則需要做進一步書面請求。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Cap. 486 (the "PDPO"), which may include but not limited to your name, contact telephone number, email address and mailing address.

Your supply of Personal Data to CMC REIT is on a voluntary basis for the purpose of receiving Corporate Communications in the manner chosen. Your Personal Data will be retained for such period as may be necessary for our verification and record purposes.

You have the right to request access to and/or to correct the respective Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of the Personal Data should be in writing by either of the following means:

本聲明中所指的「個人資料」具有香港法例第486章《個人資料(私隱)條例》(「《私隱條例》」)中「個人資料」的涵義，包括但不限於，閣下的名稱、聯絡電話號碼、電子郵件地址和郵寄地址。

閣下是自願向招商局商業房託基金提供閣下個人資料，以便以閣下所選之方式接收企業通訊。閣下的個人資料將在適當期間保留作核實及記錄用途。

閣下有權根據《私隱條例》的條文要求查閱及/或修改閣下的個人資料。任何該等要求均須以書面方式提出。

By mail to: Data Privacy Officer
Tricor Investor Services Limited
17/F, Far East Finance Centre
16 Harcourt Road, Hong Kong

經郵寄：

個人資料私隱主任
卓佳證券登記有限公司
香港夏愨道16號
遠東金融中心17樓

By email to:

is-enquiries@hk.tricorglobal.com

經電郵：

is-enquiries@hk.tricorglobal.com

MAILING LABEL 郵寄標籤

Please cut the mailing label and stick it on an envelope to return this Request Form to us.

No postage is necessary if posted in Hong Kong.

當閣下寄回本申請表格時，請將郵寄標籤剪貼於信封上。
如在本港投寄，閣下無需支付郵費或貼上郵票。

Tricor Investor Services Limited
卓佳證券登記有限公司
Freepost No. 簡便回郵號碼：10 GPO
Hong Kong 香港