

## NOTIFICATION LETTER 通知信函

14 April 2022

Dear Non-registered Shareholder<sup>(1)</sup>,

**MTR Corporation Limited (the "Company")**

**– Notice of Publication of 2021 Annual Report, Circular in relation to "Proposed Re-election of Retiring Directors, Proposed Election of New Directors, Proposed Amendment to the Articles of Association, Proposed General Mandates to Issue and Buy Back Shares and Notice of Annual General Meeting", Notice of Annual General Meeting and Proxy Form (collectively the "Current Corporate Communications") and 2021 Sustainability Report**

The Current Corporate Communications (in both English and Chinese versions) are now available on the Company's website at [www.mtr.com.hk](http://www.mtr.com.hk) and the website of The Stock Exchange of Hong Kong Limited ("HKSE") at [www.hkexnews.hk](http://www.hkexnews.hk). 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 2021 Annual Report and "Announcements/Circulars" for the other Current Corporate Communications, or browsing through the HKSE's website. If you have elected to receive Corporate Communications<sup>(2)</sup> in printed form, the printed version of the Current Corporate Communications is/are enclosed. The Current Corporate Communications include a notice convening an annual general meeting 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, 25 May 2022 at 11:30 a.m.

If you would like to receive the Current Corporate Communications in printed form or in the language version other than your existing choice, please complete the Request Form on the reverse side of this letter and sign and return it by post (using the mailing label at the bottom of the Request Form) to the Company c/o Computershare Hong Kong Investor Services Limited (the "Share Registrar") or by email to [mtr.ecom@computershare.com.hk](mailto:mtr.ecom@computershare.com.hk). The Request Form may also be downloaded from the Company's website at [www.mtr.com.hk](http://www.mtr.com.hk) or the HKSE's website at [www.hkexnews.hk](http://www.hkexnews.hk).

The Company's 2021 Sustainability Report (the "Report") is published in electronic form only on the Company's website at [www.mtr.com.hk](http://www.mtr.com.hk) and the HKSE's website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the Report by clicking "Sustainability Website" under the "Corporate Responsibility" section of the Company's website, or on the HKSE's website. A summary of the Report is available in printed form. If you wish to receive a printed copy, you may submit your request in writing to the Share Registrar by post at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by email to [mtr.ecom@computershare.com.hk](mailto:mtr.ecom@computershare.com.hk).

Should 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

Notes: (1) This notification is addressed to the Company's non-registered shareholders (a "non-registered shareholder" means such person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications). If you have sold or transferred all your shares in the Company, please disregard this notification.

(2) Corporate Communications refer to any "corporate communication" as defined under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

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

各位非登記股東<sup>(1)</sup>：

香港鐵路有限公司（「本公司」）

– 有關刊發2021年報、關於「建議重選退任董事、建議推選新董事、建議修訂公司組織章程細則、建議授予發行及回購股份的一般授權及周年成員大會通告」的通函、周年成員大會通告及代表委任表格（統稱「本次公司通訊」）以及2021年可持續發展報告的通知

本次公司通訊（中、英文版本）現已上載於本公司網站[www.mtr.com.hk](http://www.mtr.com.hk)及香港聯合交易所有限公司（「聯交所」）網站[www.hkexnews.hk](http://www.hkexnews.hk)。閣下如欲查閱該等文件，可以在本公司網站主頁「關於港鐵」項下點擊「投資資料」，然後選擇「財務及報告」以閱覽2021年報及選擇「公告及通函」以閱覽本次公司通訊的其他文件，亦可以瀏覽聯交所網站。如閣下已選擇收取公司通訊<sup>(2)</sup>的印刷本，本次公司通訊隨函附上。本次公司通訊包括一份通告，關於本公司的周年成員大會將於2022年5月25日（星期三）上午11時30分假座香港九龍灣展貿徑1號九龍灣國際展貿中心展貿廳3（6樓）舉行。

如閣下欲收取本次公司通訊的印刷本或現行選擇以外的另一種語文編製的版本，請閣下填妥及簽署本函背面的索取表格，並使用索取表格下方的郵寄標籤寄回本公司經香港中央證券登記有限公司（「股份過戶登記處」）或電郵至[mtr.ecom@computershare.com.hk](mailto:mtr.ecom@computershare.com.hk)。索取表格亦可於本公司網站[www.mtr.com.hk](http://www.mtr.com.hk)或聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)下載。

本公司2021年可持續發展報告（「報告」）僅以電子形式上載於本公司網站[www.mtr.com.hk](http://www.mtr.com.hk)及聯交所網站[www.hkexnews.hk](http://www.hkexnews.hk)。閣下如欲查閱報告，可以在本公司網站「企業責任」項下點擊「可持續發展網站」，亦可以瀏覽聯交所網站。該報告的概覽備有印刷本。若閣下欲索取該印刷本，閣下可以書面方式向股份過戶登記處（地址為香港灣仔皇后大道東183號合和中心17M樓或電郵至[mtr.ecom@computershare.com.hk](mailto:mtr.ecom@computershare.com.hk)）提出有關要求。

閣下如對本通知有任何疑問，請於辦公時間內（星期一至五上午9時至下午6時，香港公眾假期除外）致電股份過戶登記處的查詢熱線（852）2862 8688。

代表  
香港鐵路有限公司  
公司秘書  
馬琳  
謹啟

2022年4月14日

附註：(1) 本通知乃向本公司的非登記股東（「非登記股東」指本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，表示欲收到公司通訊）發出。如閣下已出售或轉讓所持有的所有本公司股份，則無需理會本通知。

(2) 公司通訊是指《香港聯合交易所有限公司證券上市規則》所界定的任何「公司通訊」。

本通知以英文及中文發出。中、英文版如有任何歧義，概以英文版為準。

MTR-14042022-1F(0)

**Name(s) and address of Non-registered shareholder(s):**

非登記股東之姓名及地址：

**Request Form 索取表格**

**To: MTR Corporation Limited (the "Company")**  
c/o Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East  
Wanchai, Hong Kong

**致：香港鐵路有限公司（「本公司」）**  
經香港中央證券登記有限公司  
香港灣仔皇后大道東183號  
合和中心17M樓

I/We would like to receive the Corporate Communications<sup>#</sup> of the Company in printed form in the manner indicated below:  
本人/我們希望以下列方式收取公司通訊<sup>#</sup>的印刷本：

(Please mark "✓" in **ONLY ONE** of the following boxes) (請從下列選擇，僅在其中一個空格內劃上「✓」號)

- in the **English language ONLY**; **OR** 僅收取英文版；或
- in the **Chinese language ONLY**; **OR** 僅收取中文版；或
- both in the **English language and in the Chinese language**. 同時收取英文及中文版。

Signature(s) 簽名

Contact telephone number 聯絡電話號碼

Date 日期

Notes 附註：

- 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 Request Form if you download this form from the website of the Company or The Stock Exchange of Hong Kong Limited.  
請閣下清楚填妥所有資料。倘若閣下從本公司或香港聯合交易所有限公司網站上下載本索取表格，請於本表格左上方用英文大楷清楚註明閣下的姓名及地址。
  - This Request Form is to be completed by non-registered shareholders (a "non-registered shareholder" means such person or company whose shares in the Company are held in The Central Clearing and Settlement System (CCASS) and who has notified the Company from time to time through Hong Kong Securities Clearing Company Limited that such person or company wishes to receive Corporate Communications).  
本索取表格是由本公司的非登記股東（「非登記股東」指本公司股份存放於中央結算及交收系統的人士或公司，透過香港中央結算有限公司不時向本公司發出通知，表示欲收到公司通訊）填寫的。
  - Any form with more than one box marked "✓", with no box marked "✓", with no signature or otherwise incorrectly completed will be void.  
如在本表格上超過一個空格內劃上「✓」號、未有在一個空格內劃上「✓」號、未有簽名或在其他方面填寫不正確，則本表格將會無效。
  - The above instruction will apply to all the Company's Corporate Communications to be sent to you until you notify the Company c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at anytime ceased to have shareholdings in the Company.  
上述指示適用於發送予閣下的所有公司通訊，直至閣下通知本公司經香港中央證券登記有限公司另外的安排或任何時間不再持有本公司的股份。
  - For the avoidance of doubt, we do not accept any special instructions written on this Request Form.  
為免存疑，任何在本索取表格上的其他額外指示將不予處理。
- # Corporate Communications refer to any documents from time to time issued by the Company to holders of its securities for their information or action, including but not limited to (a) annual report; (b) interim report; (c) notice of meeting; (d) circular; and (e) proxy form.  
公司通訊指本公司不時發出的任何文件（包括但不限於（a）年報；（b）中期報告；（c）會議通告；（d）通函；及（e）代表委任表格）以供其任何證券持有人參照或採取行動。

**PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明**

Your supply of your contact telephone number is required for the purpose of processing and handling your instructions given on this Request 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 (the "Purposes"). If you fail to provide sufficient and accurate information, we may not be able to process your instructions. We may transfer your contact telephone number to our agent, contractor, or third party service 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 contact telephone number 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:

閣下須提供閣下的聯絡電話號碼，以用於處理有關閣下於這索取表格就收取公司通訊所作出的指示，包括但不限於有需要時與閣下進行任何核實的用途及有關閣下的股份之其他登記服務（合稱「該等用途」）。若閣下未能提供足夠及正確的資料，我們或會無法處理閣下的指示。我們可能轉移閣下的聯絡電話號碼至為我們提供行政、電腦及其他服務的代理人、承辦商或第三者服務供應商以用作該等用途，以及其他獲法律授權而要求取得有關資料的人士。閣下所提供的聯絡電話號碼將就履行該等用途所需的時間保留。閣下有權隨時按照《個人資料（私隱）條例》要求查閱及/或更正相關個人資料，而有關要求均須以書面按以下方式通知我們：

By mail to: Personal Data Privacy Officer  
Computershare Hong Kong Investor Services Limited  
17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

郵寄至：個人資料私隱主任  
香港中央證券登記有限公司  
香港灣仔皇后大道東183號合和中心17M樓

By mail to: [PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

電郵至：[PrivacyOfficer@computershare.com.hk](mailto:PrivacyOfficer@computershare.com.hk)

This Request Form is issued in English and Chinese. In case of any inconsistency, the English version shall prevail.  
本索取表格以英文及中文發出。中、英文版如有任何歧義，概以英文版為準。

**Mailing Label 郵寄標籤**

Computershare Hong Kong Investor Services Limited  
香港中央證券登記有限公司  
Freepost No. 簡便回郵號碼：37  
Hong Kong 香港

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.**

當閣下寄回此索取表格時，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。

**Get in touch with us 與我們聯繫**

Send us an enquiry 垂詢  
Rate our service 評價  
Lodge a complaint 投訴



Contact Us 聯繫我們

[www.computershare.com/hk/contact](http://www.computershare.com/hk/contact)