



MTR CORPORATION LIMITED
香港鐵路有限公司

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

12 April 2024

Dear Shareholder(s),

Election of Language and Means of Receipt of Corporate Communications

We are pleased to enclose both English and Chinese versions of the Company's 2023 Annual Report, Circular dated 12 April 2024 containing the notice of the Company's 2024 annual general meeting, and proxy form for your attention. The Company's 2023 Sustainability Report is published in electronic form only on the Company's website at www.mtr.com.hk and the website of The Stock Exchange of Hong Kong Limited ("HKSE") at www.hkexnews.hk. 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.

In accordance with the articles of association of the Company and the Companies Ordinance (Cap. 622 of the Laws of Hong Kong), the Company is permitted to allow registered shareholders to elect (i) to receive in printed form, in English and/or Chinese, of any documents from time to time issued by the Company to the holders of its securities including but not limited to annual report and accounts, interim reports, notices, listing documents, circulars and forms (collectively, the "Corporate Communications") or (ii) to rely on the corresponding copies posted on the Company's website in place of being sent a printed copy of such Corporate Communications (the "Website Version"). In addition, 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 Corporate Communications and 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 by 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: mtr.ecom@computershare.com.hk. Please note that **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 exercised the Website Version option.**

Please be reminded that if the Company does not receive a valid and functional email address provided by you in the Reply Form or if you are otherwise regarded as having exercised the Website Version option for receiving Corporate Communications, 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 the 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.

If you want to receive the Corporate Communications in printed form, please complete the Reply Form and send it to the Share Registrar at the above address, or to the email address: mtr.ecom@computershare.com.hk to request for receiving the Corporate Communications in printed form. **Please note that your request 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).**

Notwithstanding you have selected one of the options in the Reply Form, or, been regarded as having exercised the Website Version option as mentioned above, you will have the right 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) to change your means of receipt or choice of language of Corporate Communications.

Both English and Chinese versions of the Corporate Communications 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 www.mtr.com.hk and the HKSE's website at www.hkexnews.hk.

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

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

MTR-12042024-1A(0)

Name(s) and address of registered shareholder(s):

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 ONE** of the options below)

Option 1:	My/Our email address 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 the personalised QR code <i>(Not applicable to shareholders who download this Reply Form)</i>	<u>Personalised QR Code</u>
<p><i>Note: This Reply Form is not required to be returned if personalised QR code is used</i></p>		

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: <table border="1" style="width: 100%; height: 20px;"></table>

Option 3:	I/We hereby elect to receive the Actionable Corporate Communications and the Corporate Communications in printed form in the language(s) below.	
<u>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)</u>		
<i>(Please tick ("✓") only ONE box below)</i>		
<input type="checkbox"/> English version only	<input type="checkbox"/> Chinese version only	<input type="checkbox"/> Both English and Chinese versions

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 counted.
 - If the Company does not receive a valid and functional email address in your reply, you 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.
 - 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 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 Personal Data will be retained for such period as may be necessary to fulfill 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:

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

By email to: PrivacyOfficer@computershare.com.hk

This Reply Form is issued in English and Chinese. In case of any inconsistency, the English version shall prevail. MTR-12042024-1B(0)

<p>Mailing Label</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Computershare Hong Kong Investor Services Limited Freeport No. 37 Hong Kong</p> </div>	<p>Please cut the mailing label and stick it on an envelope to return this Reply Form to us.</p> <p>No postage is necessary if posted in Hong Kong.</p>
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