

# MTR CORPORATION LIMITED

## 香港鐵路有限公司

(the “Company”)

### 2022 ANNUAL GENERAL MEETING (“Meeting”) – GUIDE FOR ONLINE USERS

Online Platform website: <https://web.lumiagm.com/#/857806909>

Online Platform opening time: **11:00 a.m. on 25 May 2022**



#### Login details:

##### (1) Registered Shareholders

Meeting ID: 857-806-909

##### Individual Shareholders

Username: **Enter the 11-digit (including alphabet “C”)** printed under the barcode at the top right corner of the Reply Slip / Request Form or notification letter / email dated 14 April 2022 (where applicable)

Password: Input password according to instruction shown on the Online Platform

For the procedures and deadline of proxy(ies) appointment, please refer to the Company’s letter headed “[Hybrid Meeting and Pre-registration Arrangements for 2022 Annual General Meeting](#)” and dated 14 April 2022 as well as the relevant [Proxy Form](#) of the Company. Any proxy who has not received the login details by email by 12:00 noon on Tuesday, 24 May 2022 should contact the Share Registrar on (852) 2862 8628 for assistance.

##### Corporate Shareholders

Please contact the Share Registrar on (852) 2862 8628 at least two business days before the Meeting (i.e. on or before 23 May 2022) for proxy appointment.

##### (2) Non-registered Shareholders

Please contact your banks, securities brokers, custodians or other agents which your shares are held (collectively “**Intermediary**”) as soon as possible and instruct the Intermediary to appoint you as proxy or corporate representative to attend the Meeting online before the deadline(s) stipulated by your Intermediary.

Please be reminded to provide your email address to the Intermediary for receiving the login details from the Share Registrar. Any proxy who has not received the login details by email by 12:00 noon on Tuesday, 24 May 2022 should contact the Share Registrar on (852) 2862 8628 for assistance.

#### Notes:

1. Shareholders / proxies attending the Meeting online will be counted towards the quorum.
2. Please keep the login details in safe custody and do not disclose them to anyone else.
3. Neither the Company nor its agents assume any obligation or liability whatsoever in connection with the transmission of the login details or any use of the login details for voting or otherwise.

## LOG IN PROCEDURES

1. Visit <https://web.lumiagm.com/#/857806909>.

Meeting ID: “857-806-909” will be displayed on screen.

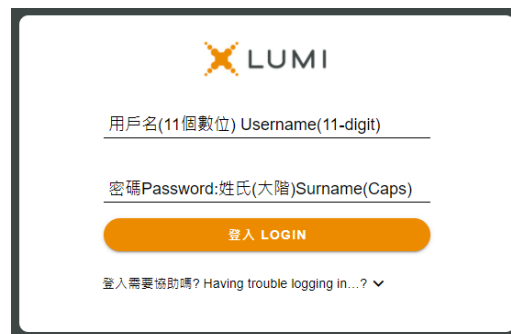
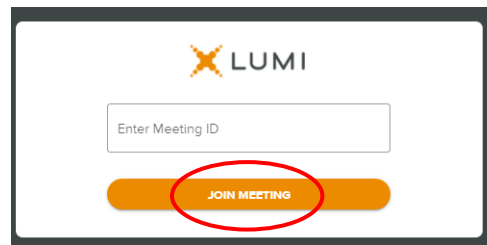
Press “**Join Meeting**”.

**Note: Only one device is allowed per login.**

2. Enter your “**username**” and “**password**” (please refer to “Login details” set out on page 1 of this User Guide for details).

Then press “**Login**”.

3. When successfully authenticated, you will be taken to the Home Screen of the Company’s Meeting Online Platform and Meeting details.



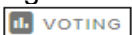
## BROADCAST VIEWING

4. Press “**Broadcast**” button at the bottom of the screen. The broadcast will start automatically when the Meeting commences.

When viewing on a computer or other electronic devices, the broadcast will appear at the right side of the screen automatically once the Meeting starts. Please note that video or slides post may appear on a delayed basis depending on the speed of your internet connection.

Select your preferred language (English or Cantonese or Putonghua) under the broadcast screen for the video broadcast.

At any time during the Meeting, you can go to the Voting page to cast your votes on the resolutions by clicking

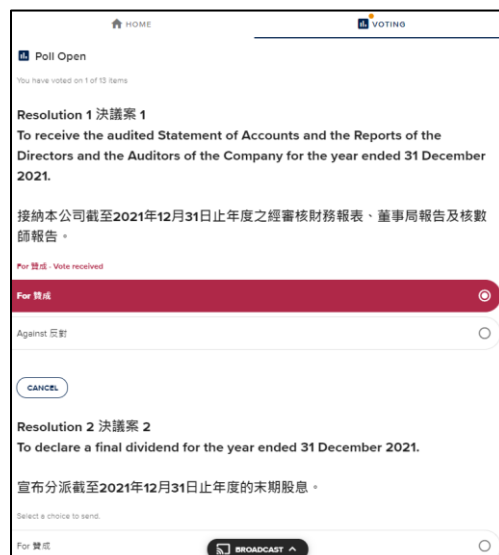
“ VOTING”.



## VOTING

5. When the Meeting starts, the screen will display a list of all the resolutions and the voting options. You may scroll through the list to view the resolutions and cast your votes.

- Select “For” or “Against” to cast your vote. Your vote will be highlighted and a confirmation message will appear. Splitting of votes is not allowed for the online platform.
- To change your vote, re-select your choice to override.
- To cancel your vote, press “Cancel”.
- If you wish to abstain from voting, do not press either “For” or “Against” when the poll is called.
- The final options you selected before the poll for all resolutions is closed will be your final votes.



## FOR ASSISTANCE

If you experience technical difficulties or require assistance while using the Online Platform during the Meeting, please contact the **Share Registrar's hotline on (852) 2862 8646 from 9:00 a.m. to 1:00 p.m.** on 25 May 2022. Please note that the hotline cannot record your vote(s) over the telephone.

### POINTS TO NOTE:

- (i) You will need a reliable Internet connection with adequate speed to support video streaming (for example, as if you are watching a YouTube video).
- (ii) However, unlike pre-recorded videos, if the speed of your Internet connection is not fast enough to keep pace with the Meeting proceedings, parts of the Meeting broadcast may be skipped. You will not receive the broadcast on a delayed basis.
- (iii) If your Internet connection is inadequate or interrupted, your attendance at the Meeting may be interrupted and you may be unable to vote. This however will not affect the Meeting proceedings which will continue and will remain valid and effective.
- (iv) When your Internet connection is restored, you should be able to rejoin the Meeting online but you would have missed a or some part(s) of the Meeting proceedings (including voting).

As the online Meeting is technology dependent and the above are some of the possible risks with the online Meeting, should you find these unacceptable, you are encouraged to exercise your voting rights by appointing a proxy.

To ensure your right to vote is exercised, you are encouraged to appoint the Chairman of the Meeting as your proxy. Alternatively, you can choose to appoint another person as your proxy or attend the Meeting in person provided you are allocated access to attend in person in accordance with the pre-registration and balloting arrangements as set out in the Company's letter headed "[Hybrid Meeting and Pre-registration Arrangements for 2022 Annual General Meeting](#)" and dated 14 April 2022.

*References to time and dates in this User Guide are to Hong Kong time and dates.*

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