

## NOTIFICATION LETTER 通知信函

12 April 2024

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

### MTR Corporation Limited (the "Company") - Notice of Publication of (1) 2023 Annual Report, (2) Circular dated 12 April 2024, (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 2023 Sustainability Report (the "Report") (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 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.

If you have elected to receive Corporate Communications<sup>(2)</sup> in printed form, the Current Corporate Communications is/are enclosed. If you would like to receive the language version other than your existing choice or, where applicable, the Current Corporate Communications in printed form, please complete the Reply Form on the reverse side of this letter and sign and return it by post (using the mailing label at the bottom of the Reply 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).

**As a non-registered shareholder, if you wish to receive the future Corporate Communications from the Company pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.** If the Company does not receive your valid and functional email address from the Intermediaries, and unless and until such time that a valid and functional email address is received by the Company, you may (i) be unable to receive any notifications regarding the publication of Corporate Communications; and (ii) need to proactively check the Company's website or the HKSE's website to keep up with the publication of Corporate Communications.

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

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 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.

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(1)2023年報、(2)日期為2024年4月12日的通函、(3)代表委任表格及(4)2024周年成員大會的混合會議模式安排通知函（統稱「本次公司通訊」）以及(5)2023年可持續發展報告的通知

本次公司通訊及2023年可持續發展報告（「報告」）（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2023年報及選擇「公告及通函」以閱覽本次公司通訊的其他文件，以及選擇「企業責任」項下點擊「可持續發展網站」以閱覽報告，亦可以瀏覽聯交所網站。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2024年5月22日（星期三）上午11時30分以混合會議模式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）（會議場地）及透過網上平台（網上方式）舉行。

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。如閣下欲收取現行選擇以外的另一種語文文本，或（如適用）本次公司通訊的印刷本，請閣下填妥及簽署本函背面的回條，並使用回條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)。

作為非登記股東，如有意根據《香港聯合交易所有限公司證券上市規則》收取公司通訊，閣下應聯絡閣下存放股份的銀行、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郵地址。如果本公司沒有從中介公司收到閣下的有效且可用的電郵地址，直至中介公司收到閣下有效且可用的電郵地址前，閣下將(i)無法收到任何有關刊發公司通訊的通知；及(ii)需要主動查看本公司網站或聯交所網站以留意公司通訊的刊發。

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熱線(852) 2862 8688。

代表  
香港鐵路有限公司  
公司秘書  
馬琳  
謹啟

2024年4月12日

附註：(1) 本通知乃向本公司的非登記股東（「非登記股東」指把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) 公司通訊是指本公司不時向其證券持有人發出的任何文件（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）。

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。

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

非登記股東之姓名及地址：

**REPLY FORM 回條**

**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

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  
（「股份過戶登記處」）  
香港灣仔皇后大道東183號  
合和中心17M樓

**REMINDER 提示**

**As a non-registered shareholder, if you wish to receive Corporate Communications\*, pursuant to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, you should liaise with your bank(s), broker(s), custodian(s), nominee(s) or HKSCC Nominees Limited through which your shares are held (collectively, the "Intermediaries") and provide your email address to your Intermediaries.**

作為非登記股東，如有意根據《香港聯合交易所有限公司證券上市規則》收取公司通訊\*，閣下應聯絡閣下存放股份的銀行、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郵地址。

**Request for Corporate Communications\* in printed form / 要求收取公司通訊\*印刷本**

(Please mark "✓" in the below box if applicable) (如適用，請在以下方格內劃上「✓」號)

I/we would like to receive printed form of Current/future Corporate Communications\*:

本人/我們欲收取本次/日後公司通訊\*的印刷本

English version 英文版

Chinese version 中文版

both English and Chinese versions 英文和中文版

Signature(s) 簽名

Contact telephone number 聯絡電話號碼

Date 日期

**Instructions to complete this Reply Form :**

填寫本回條的指示：

- 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 websites 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回條，請於本回條左上方用英文大楷清楚註明閣下的姓名及地址。
  - This Reply Form is addressed to non-registered shareholder(s) (a "non-registered shareholder" means such person or company whose shares 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\*.)  
本回條乃向本公司的非登記股東（「非登記股東」指股份存放於中央結算及交收系統的人士或公司，已透過香港中央結算有限公司不時向本公司發出通知，表示欲收取公司通訊\*）發出。
  - If the box in this Reply Form is not ticked, with no signature, or otherwise incorrectly completed will be void at the sole discretion of the Company.  
如在本回條上的方格未有剔號、或未有簽署、或在其他方面填寫不正確，則本公司將按全權酌情權決定本回條無效。
  - For the avoidance of doubt, the Company does not accept any other instructions given on this Reply Form.  
為免存疑，在本回條上的任何其他指示，公司將不予處理。
- \* 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 (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 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（「個人資料」），以用於處理有關閣下於這回條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個人資料至為我們提供行政、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。閣下所提供的個人資料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/或更正閣下的個人資料，而有關要求均須以書面按以下任何一種方式通知我們：

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

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

This Reply Form is issued in English and Chinese. In case of any inconsistency, the English version shall prevail. 本回條以英文及中文發出。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 Reply Form to us.  
**No postage is necessary if posted in Hong Kong.**

當閣下寄回此回條時，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。