

NOTIFICATION LETTER 通知信函

Dear Non-registered Shareholder^(Note 1),

11 April 2025

MTR Corporation Limited (the “Company”) - (A) Notice of Publication of (1) 2024 Annual Report, (2) Circular dated 11 April 2025, (3) Proxy Form and (4) Notification Letter relating to Hybrid Meeting Arrangements for the 2025 Annual General Meeting (collectively, the “Current Corporate Communications”), and (5) 2024 Sustainability Report; and (B) New Arrangement for Dissemination of Corporate Communications

The Current Corporate Communications and the 2024 Sustainability Report (the “Report”) (in both English and Chinese versions) are now available 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 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 2024 Annual Report and “Announcements/Circulars” for 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 Grand Ballroom, Level B, Hong Kong Ocean Park Marriott Hotel, 180 Wong Chuk Hang Road, Aberdeen, Hong Kong with online access through an online platform on Wednesday, 21 May 2025 at 11:30 a.m.

If you have elected to receive Corporate Communications^(Note 2) in printed form, the Current Corporate Communications are enclosed. If you would like to receive the language version other than your existing choice or, where applicable, the 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.

In accordance with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the articles of association of the Company and the Companies Ordinance (Cap. 622 of the Laws of Hong Kong) (together with the Companies (Amendment) Ordinance 2025 that will commence operation on 17 April 2025), the Company would like to inform you that the Company will adopt dissemination of Corporate Communications by means of its publication on website. As such, both the English and Chinese versions of all future Corporate Communications, will be available electronically on the Company’s website and the HKSE’s website in place of printed copies. **While you have previously chosen to receive Corporate Communications in printed form, YOU ARE NOW REQUIRED TO MAKE A NEW ELECTION AS YOUR PREVIOUS ELECTION WILL BE DISREGARDED AFTER THE DATE OF THIS LETTER. As a non-registered shareholder, if you wish to receive future Corporate Communications from the Company in printed form or electronic form, 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 address or email address to your Intermediaries.**

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

Note 1: This letter 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 letter.

Note 2: Corporate Communications refer to any documents from time to time issued by the Company to the 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 letter is issued in English and Chinese. In case of any inconsistency, the English version shall prevail.

各位非登記股東^(附註1)：

香港鐵路有限公司（「本公司」）— (A)有關刊發 (1) 2024年報、(2)日期為2025年4月11日的通函、(3)代表委任表格及(4)2025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)2024年可持續發展報告的通知；及(B)發送公司通訊的新安排

本次公司通訊及2024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及香港聯合交易所有限公司（「聯交所」）網站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2024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；或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2025年5月21日（星期三）上午11時30分以混合會議模式假座香港香港仔黃竹坑道180號香港海洋公園萬豪酒店B層大宴會廳（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^(附註2)的印刷版，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版本，或（如適用）公司通訊的印刷版，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。

根據《香港聯合交易所有限公司證券上市規則》、本公司的組織章程細則及香港法律第622章《公司條例》（包括將於2025年4月17日起實施的《2025年公司（修訂）條例》），本公司謹此通知閣下本公司將會採用通過上載網站發送公司通訊。因此，所有日後公司通訊的英文和中文版本將上載於本公司網站及聯交所網站，以代替印刷本。儘管閣下以往曾選擇收取公司通訊的印刷版，有關選擇將於本函的日期後失效，閣下現在需要重新作出選擇。作為非登記股東，如有意以印刷版或以電子方式收取日後公司通訊，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地址或電郵地址。

閣下如對本函有任何疑問，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

2025年4月11日

附註1：本函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，則無需理會本函。

附註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）。

本函以英文及中文發出。中、英文版如有任何歧義，概以英文版為準。

MTR-11042025-1F(0)

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 address or 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地址或電郵地址。

Request for Corporate Communications in printed form 要求收取公司通訊印刷版

(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版。

This instruction for receiving printed form of Current/future Corporate Communications will remain valid for one year from the date of receipt of your instruction by the Share Registrar unless it is earlier revoked or superseded by the written instruction issued to the Share Registrar.

收取本次／日後公司通訊的印刷版的指示將由股份過戶登記處收到有關指示日期起一年內維持有效，除非股份過戶登記處在期滿前收到書面撤銷或取代之指示。

☐ English version 英文版本

☐ Chinese version 中文版本

☐ Both English and Chinese versions 英文和中文版本

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 form if you have downloaded 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，在本回條上的任何額外指示，本公司將不予處理。

* Corporate Communications refer to any documents from time to time issued by the Company to the 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 name, address and/or contact telephone number (the “Personal Data”) are 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 authorised 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:

閣下須提供閣下的姓名、地址及／或聯絡電話號碼（「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
By email to: PrivacyOfficer@computershare.com.hk

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
電郵至：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。

MTR-11042025-1G(0)