



**SF REIT Asset Management Limited
(as manager of SF Real Estate Investment Trust)**

Unitholders' Communication Policy



1. Purpose

- 1.1. This policy (this “**Policy**”) aims to set out the provisions with the objective of ensuring that unitholders (the “**Unitholders**”) of SF Real Estate Investment Trust (“**SF REIT**”), both individual and institutional and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about SF REIT and its subsidiaries (collectively, “**SF REIT Group**”). Such information may include SF REIT Group’s financial performance, strategic goals and plans, material developments, governance and risk profile in order to enable Unitholders to exercise their rights in an informed manner, and to allow Unitholders and the investment community to engage actively with SF REIT Group.

2. General Policy

- 2.1. The board of directors (the “**Board**”) of SF REIT Asset Management Limited (the “**REIT Manager**”), as the manager of SF REIT, shall maintain an on-going dialogue with Unitholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 2.2. Information shall be communicated to Unitholders and the investment community mainly through SF REIT’s financial reports (interim and annual reports), annual general meetings (“**AGM**”) and other general meetings that may be convened, and by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (“**SEHK**”) and its corporate communications and other corporate publications on SF REIT’s website (www.sf-reit.com).

(“corporate communication” refers to any document issued or to be issued by SF REIT for the information or action of holders of any of its securities, including, but not limited to, the annual accounts together with a copy of the auditor’s report, the interim report, a notice of meeting, a circular and a proxy form.)

3. Communication Strategies

Corporate Website

- 3.1. A dedicated “Investor Relations” section is available on SF REIT’s website.
- 3.2. Information released by the REIT Manager for SF REIT to SEHK is posted on the SEHK website at www.hkexnews.hk and immediately thereafter on SF REIT’s website at www.sf-reit.com. Such information includes announcements, financial statements, results announcements, circulars, notices of general meetings and other corporate communications.
- 3.3. Press releases, if any, issued by the REIT Manager (for SF REIT Group) will be made available on SF REIT’s website.



Unitholders' Meetings

- 3.4. REIT Manager regards AGM of SF REIT as an important event as it provides an opportunity for the Board to communicate with Unitholders.
- 3.5. Unitholders are encouraged to participate in AGM or other general meetings of SF REIT or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend in person.
- 3.6. Board members, in particular, either chairman of the Board or chairmen of Board committees, the chief executive officer of the REIT Manager (“**Chief Executive Officer**”), appropriate senior management as well as representative of the external auditor shall attend AGM of SF REIT to answer Unitholders’ questions.

Investment Community Communications

- 3.7. The REIT Manager will conduct, as and when appropriate, investor/fund manager/analyst briefings and/or one-on-one meetings, roadshows (domestic or overseas), group presentation and discussion forums for investment community in order to facilitate communication and understanding between SF REIT and the investment community.
- 3.8. Directors and employees who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with requirements set out in the REIT Manager’s corporate communication policy.

4. Unitholders’ Enquiries

- 4.1. Enquiries or reporting about corporate governance or other matters to be put to the Board and/or SF REIT should be directed to, and addressed by, the Chief Executive Officer (or such other senior staff designated by the Chief Executive Officer to handle such enquiries). However, the REIT Manager will not normally deal with anonymous enquiries.
- 4.2. For questions from Unitholders about their unitholdings or about transfer or registration of units and/or dividend warrants, etc, such questions shall be directed to the company secretary of REIT Manager or unit registrar of SF REIT.
- 4.3. Unitholders and the investment community are provided with designated email addresses on the “Contact Us” webpage of SF REIT’s website in order to enable them to make any other enquiries in respect of SF REIT Group.

5. Unitholders’ Privacy

- 5.1. SF REIT and REIT Manager recognise the importance of Unitholders’ privacy and will not disclose Unitholders’ information without their consent, unless required by law to do so.



6. Adoption and Amendment

- 6.1. This Policy has been adopted by the Board. The Investment Committee shall monitor and review this Policy, and shall make recommendation on any changes as may be required to the Board for approval.

Adopted on 26 August 2021

Updated on 28 June 2024