

# AMANAHRAYA ■ REIT

## ADMINISTRATIVE GUIDE FOR UNITHOLDERS

Twelfth Annual General Meeting ("12th AGM") of  
AmanahRaya Real Estates Investment Trust ("AmanahRaya REIT")

|                       |   |  |
|-----------------------|---|--|
| Meeting Platform      | : | <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>  |
| Mode                  | : | Virtual Meeting  |
| Day and Date          | : | Thursday, 18 April 2024  |
| Time                  | : | 10.00 a.m.   |
| Broadcast Venue       | : | First Floor, Wisma AmanahRaya,<br>No. 2, Jalan Ampang, 50508 Kuala Lumpur  |
| Mode of Communication | : | 1) Typed text in the Meeting Platform<br>2) Alternatively, you may submit your questions to<br><a href="mailto:investorrelations@akrm.com.my">investorrelations@akrm.com.my</a> by Tuesday, 16 April 2024 at 10:00<br>a.m. (48 hours before the commencement of the 12th AGM) and the<br>Board will endeavour to respond to the questions submitted during<br>the AGM. |

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Dear Unitholders,

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater Unitholders' participation as it facilitates electronic voting and remote shareholders' participation. With the virtual meeting facilities, you may exercise your right as a Unitholder of AmanahRaya REIT to participate (including to pose questions to the Board of Directors and/or Management of AmanahRaya REIT) and vote at the 12th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 12th AGM.

The notice of 12th AGM of AmanahRaya REIT is available and readily accessible on the Bursa Malaysia Securities Berhad's website.

### **Digital Copies of Annual General Meeting Documents**

As part of our commitment to reduce paper usage, the following documents are available on our website at [www.amanahrayareit.com.my/investor-relations/](http://www.amanahrayareit.com.my/investor-relations/) under the **Investor Centre & Reports > Unitholders Meeting** tab and Unitholders may view and/or download:-

1. Annual Report 2023
2. Notice of the 12th AGM, Proxy Form and Administrative Guide

The hardcopies of AmanahRaya REIT Annual Report 2023 had been issued and circulated to all unitholders on 22 March 2024 in compliance with the applicable rules.

Should you require a printed copy of the above documents, you may submit your request by emailing to us at [investorrelations@akrm.com.my](mailto:investorrelations@akrm.com.my) and providing the following details:-

- a. Full Name
- b. I/C No./Passport No./Registration Number;
- c. CDS Account Number;
- d. Full Email Address; and
- e. Contact/Mobile Number

## **Broadcast Venue**

Please note that **NO UNITHOLDERS/PROXIES** should be physically present nor admitted at the broadcast venue on the day of the 12th AGM. The broadcast venue is strictly for the purpose of compliance with the Securities Commission's Guidance Note which stipulates that only essential individuals are to be physically present at the broadcast venue.

## **Entitlement to Participate the AGM**

In respect of deposited securities, only members whose I/C or Passport Number appear on the Record of Depositors on **5 April 2024** (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

## **Form(s) of Proxy**

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

The original Instrument of Proxy duly completed and signed must be deposited at the Manager's office at Level 46, Vista Tower, The Intermark, 348 Jalan Tun Razak, 50400 Kuala Lumpur, not less than forty-eight (48) hours before the time fixed for the 10<sup>th</sup> AGM i.e. on or before **Tuesday, 16 April 2024 at 10.00 a.m.**

Kindly ensure timely deposit of the Instrument of Proxy, failing which, we will not be able to process your Instrument of Proxy.

**If you wish to participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.**

## **Revocation of Proxy**

If you have submitted your Proxy Form prior to the 12th AGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to [investorrelations@akrm.com.my](mailto:investorrelations@akrm.com.my) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 12th AGM. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

## **Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by way of electronic voting ("e-Voting"). Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

To vote remotely, unitholders and proxies are required to access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>

During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.

For the purpose of this AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops. The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.




## Remote Participation and Voting (“RPV”)

Please note that all Unitholders/Proxies shall use the RPV facilities to participate and vote remotely at the 12th AGM.

If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to request for your login ID and password and usage of the RPV facilities:-

| Procedure  | Action   |
|--|--|
| <b>Before the day of the AGM</b>   |  |
| 1. Register Online with Boardroom Smart Investor Portal (“BSIP”) ( <b>for first time registration only</b> ) | <p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <p>Access BSIP's website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></p> <ol style="list-style-type: none"><li>Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li><li>Complete registration and upload softcopy of MyKAD (front and back) or Passport.</li><li>Please enter a valid email address and wait for BoardRoom’s email verification. Click &lt;&lt;<b>Verify Email Address</b>&gt;&gt; from the email received to continue with the registration.</li><li>Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click &lt;&lt;<b>Request OTP Code</b>&gt;&gt; and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click &lt;&lt;<b>Enter</b>&gt;&gt; to complete the process.</li><li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li></ol>  |
| 2. Submit request for Remote Participation User ID and Password  | <p>Registration for remote access will be opened on 22 March 2024. Please note that the closing time to submit your request is at <b>16 April 2024 on 10.00 a.m.</b> (48 hours before the commencement of the AGM).</p> <p><b>Individual Unitholders</b></p> <ol style="list-style-type: none"><li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li><li>Select “&lt;&lt;<b>AMANAHRAYA REAL ESTATE INVESTMENT TRUST TWELFTH (12TH) ANNUAL GENERAL MEETING</b>&gt;&gt; from the list of Meeting Event(s) and click &lt;&lt;<b>Enter</b>&gt;&gt;.</li><li>Click &lt;&lt;<b>Register for RPEV</b>&gt;&gt;.</li><li>Read and agree to the Terms &amp; Conditions and click &lt;&lt;<b>Next</b>&gt;&gt;.</li><li>Enter your CDS Account and thereafter submit your request.</li></ol> <p><b>Corporate Unitholders</b></p> <ol style="list-style-type: none"><li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. <b>Important note: the original Instrument of Proxy must also be deposited at the Manager’s office in order to be valid.</b></li><li>Please provide a copy of Corporate Representative’s MyKad (front and back) or Passport as well as his/her email address.</li></ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"><li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. <b>Important note: the original Instrument of Proxy must also be deposited at the Manager’s office in order to be valid.</b></li><li>Please provide a copy of Proxy Holder’s MyKAD (front and back) or Passport as well as his/her email address.</li></ol> |

| Procedure                    |                           | Action  |
|------------------------------|---------------------------|---|
| 3                            | Email notification        | <ul style="list-style-type: none"> <li>a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</li> <li>b. Upon system verification against the General Meeting Record of Depositories as at 5 April 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li> <li>d. Please note that the closing date and time to submit your request is by <b>Tuesday, 16 April 2024 at 10.00 a.m.</b></li> </ul>                                       |
| <b>On the day of the AGM</b> |                           |   |
| 4.                           | Login to Meeting Platform | <ul style="list-style-type: none"> <li>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM at 9.00 a.m. on Thursday, 18 April 2024.</li> <li>b. The Meeting Platform can be accessed through <b>Lumi AGM</b> webportal via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> <li>c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.</li> </ul>   |
| 5.                           | Participate               | <p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name of the participant raising the question.]</i></p> <ul style="list-style-type: none"> <li>a. If you would like to view the live webcast, select the broadcast icon. </li> <li>b. If you would like to ask a question during the AGM, select the messaging icon. </li> <li>c. Type your message within the chat box, once completed click the send button.</li> </ul> |
| 6.                           | Voting                    | <ul style="list-style-type: none"> <li>a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. </li> <li>b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</li> <li>c. To change your vote, simply select another voting direction.</li> <li>d. If you wish to cancel your vote, please press "Cancel".</li> </ul>  |
| 7.                           | End of Participation      | <ul style="list-style-type: none"> <li>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.</li> <li>b. You can now logout from the Meeting Platform.</li> </ul>  |

#### **No Distribution Door Gifts, Food and Beverage**

No door gifts, food and beverage will be distributed since the 12th AGM will be conducted fully virtual.

#### **No Recording or Photography**

No recording or photography of the 12th AGM proceedings is allowed without the prior written permission of AmanahRaya REIT.

### **Enquiry**

If you have any enquiries prior to the 12th AGM or if you wish to request for technical assistance to participate in the virtual Meeting, please contact BoardRoom during office hours from Monday to Friday (8:30 a.m. to 5:30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
General Line : 603-7890 4700 (Helpdesk)  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### **Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.