

# ADMINISTRATIVE GUIDE

## For the Tenth Annual General Meeting (“10th AGM”)

Day & Date	:	Wednesday, 27 April 2022
Time	:	11.00 a.m.
Meeting Platform	:	<a href="https://tiih.online">https://tiih.online</a>
Broadcast Venue	:	Tricor Business Centre, Manuka 2 & 3, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 10th AGM will be conducted on a virtual basis through live streaming from the Broadcast Venue and online remote voting. This is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, which was revised on 16 July 2021, including any amendment made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Paragraph 13.20 and 13.21 of the Guidelines on Listed Real Estate Investment Trusts. Unitholder(s) or proxy(ies) or attorney(s) or authorised representative(s) WILL NOT BE ALLOWED to attend the 10th AGM in person at the Broadcast Venue on the day of the meeting.

Unitholders are advised to check the Management Company’s website at <http://ir2.chartnexus.com/atriumreit/agm.php> and announcements from time to time for any changes to the administration of the 10th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, Securities Commission Malaysia and/or other relevant authorities.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Unitholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 10th AGM via RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its TIIH Online website at <https://tiih.online>. Please refer to Procedure for RPV set out below.

A unitholder who has appointed a proxy(ies) or corporate representative(s) or attorney(s) to attend, participate, speak and vote at this 10th AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to Procedure for RPV set out below.

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**PROCEDURES FOR RPV**

Unitholder(s) or proxy(ies) or authorised representative(s) or attorney(s) who wish to participate in the 10th AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting the “Sign Up” button followed by <b>“Create Account by Individual Holder”</b>. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via email.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li>Registration is open from Friday, 25 February 2022 until the day of AGM on Wednesday, 27 April 2022. Unitholder(s) or proxy(ies) or attorney(s) or authorised representative(s) are required to pre-register their attendance for the 10th AGM to ascertain their eligibility to participate at the 10th AGM using the RPV.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>“(REGISTRATION) ATRIUM REIT 10TH AGM”</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors dated <b>20 April 2022</b>, the system will send you an <b>e-mail after 25 April 2022 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 10th AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of the 10th AGM on Wednesday, 27 April 2022 at 11.00 a.m.</li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) ATRIUM REIT 10TH AGM”</b> to engage in the proceedings of the AGM remotely.</li> <li>If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>

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	<b>Procedure</b>	<b>Action</b>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from 11.00 a.m. on Wednesday, 27 April 2022 until a time when the Chairman announces the end of the session. Select the corporate event: “<b>(REMOTE VOTING) ATRIUM REIT 10TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 10th AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**GENERAL MEETING OF RECORD OF DEPOSITORS**

Only unitholders registered in the Record of Depositors as at 20 April 2022 shall be eligible to participate in the 10th AGM via RPV or appointed proxy(ies) or corporate representative(s) or attorney(s) to participate and/or vote via online remote voting on his/her behalf.

**APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE**

Unitholders who appoint proxy(ies) to participate via RPV at the 10th AGM must ensure that the duly executed proxy forms are deposited at the office of the manager of Atrium REIT i.e. Atrium REIT Managers Sdn Bhd at No. 36-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur, not later than **25 April 2022 at 11.00 a.m.** being 48 hours before the time appointed for holding the meeting or any adjournment thereof.

**POLL VOTING**

The voting at the 10th AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting). Unitholders or proxy(ies) or attorney(s) or authorised representative(s) can proceed to voting on the resolutions at any time from 11.00 a.m. on Wednesday, 27 April 2022 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>. Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

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**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Unitholders may submit questions to the Board in advance of the 10th AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than Monday, **25 April 2022 at 11.00 a.m.** The Board will endeavor to answer the questions received at the 10th AGM.

**ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

**Tricor Investor & Issuing House Services Sdn Bhd**

General Line	:	603-2783 9299	
Fax Number	:	603-2783 9222	
Email	:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>	
Contact Person		Ms Nur Qaisara Naaila	603-2783 9272 / <a href="mailto:Nur.Qaisara.Naaila@my.tricorglobal.com">Nur.Qaisara.Naaila@my.tricorglobal.com</a>
		Ms Nor Faeayzah	603-2783 9274 / <a href="mailto:Nor.Faeayzah@my.tricorglobal.com">Nor.Faeayzah@my.tricorglobal.com</a>