



**ATRIUM REAL ESTATE INVESTMENT TRUST**

**(Established in Malaysia)**

**(Managed by Atrium REIT Managers Sdn. Bhd. (200501028391) (710526-V))**

**ADMINISTRATIVE GUIDE FOR THE THIRTEENTH ANNUAL GENERAL MEETING (“13TH AGM”)**

**Day & Date** : **Tuesday, 29 April 2025**  
**Time** : **10.00 a.m.**  
**Meeting Venue** : **Cahaya Room, 4<sup>th</sup> Floor, Flamingo Hotel, 5, Tasik Ampang, Jalan Hulu Kelang, 68000 Ampang, Selangor Darul Ehsan**

**REGISTRATION**

The registration counter will be open at 9.00 a.m. on Tuesday, 29 April 2025 and will remain open until the conclusion of the 13<sup>th</sup> AGM or such time as may be determined by the Chairman of the meeting. Unitholders or proxies are requested to present their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter.

Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person. Upon verification, unitholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Unitholders or proxies will also be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

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

- a. Unitholders who appoint proxy(ies) or attorney to attend and vote at the 13<sup>th</sup> AGM, must ensure that the duly executed proxy forms are deposited at the office of the Manager at No. 34-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 13<sup>th</sup> AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
- b. Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to office of the Manager at No. 34-2, Jalan 5/101C, Off Jalan Kaskas, Jalan Cheras, 56100 Kuala Lumpur on or before the 13<sup>th</sup> AGM.

**RECORD OF DEPOSITORS**

Please note that only unitholders whose name appears in the Record of Depositors as at **21 April 2025** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 13<sup>th</sup> AGM.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 13<sup>th</sup> AGM arrangement.

#### **POLL VOTING**

- a. The Voting at the 13<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the polling process.
- b. During the 13<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- c. Upon completion of the voting session for the 13<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the 13<sup>th</sup> AGM proceedings is allowed.

#### **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Monday to Friday from 8.30 a.m. to 5.30 p.m. (except on public holidays):

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

General Line	:	+6 (03) 2783 9299
Fax Number	:	+6 (03) 2783 9222
Email	:	<a href="mailto:is.enquiry@vistra.com">is.enquiry@vistra.com</a>
Contact Person		Puan Nor Faeayzah +6 (03) 2783 9274 / <a href="mailto:nor.faeayzah@vistra.com">nor.faeayzah@vistra.com</a>
		Cik Nur Damia Insyirah +6 (03) 2783 7962 / <a href="mailto:damia.insyirah@vistra.com">damia.insyirah@vistra.com</a>