

ADMINISTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR THE TWELFTH ANNUAL GENERAL MEETING OF THE UNITHOLDERS OF AmFIRST REAL ESTATE INVESTMENT TRUST (AmFIRST REIT)

Meeting Platform	: https://investor.boardroomlimited.com
Day and Date	: Friday, 23 August 2024
Time	: 10:00 a.m.
Broadcast Venue	: 12th Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan, Malaysia

Dear Unitholders,

The forthcoming Twelfth Annual General Meeting (**12th AGM** or the **Meeting**) of AmFIRST REIT will be conducted virtually through live streaming at 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

In line with the Malaysian Code on Corporate Governance Practice 13.3, by conducting a virtual AGM, this would facilitate greater Unitholders' participation as it facilitates remote participation and electronic voting virtually. With the RPEV facilities, you may exercise your rights as a Unitholder to participate (including to pose questions to the Board of the Manager) at the meeting. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend on your behalf at the meeting.

Kindly ensure that you are connected to the internet at all times in order to participate when the meeting has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection at the locations of the remote participants.

Digital Copies of Annual General Meeting Documents

As part of our commitment to reduce paper usage, the following documents are available on our corporate website:

1. Annual Report 2024 at <https://ir2.chartnexus.com/amfirstreit/reports.php>
2. Notice of 12th AGM, Form of Proxy and Administrative Guide at <https://ir2.chartnexus.com/amfirstreit/agm.php>

Should you require a printed copy of the above documents, you may submit your request through telephone/email to the number/email address provided in the enquiry section of this document. Any request for the printed copy of the AGM documents would be forwarded to the requestor within 30-days from the date of receipt of the request.

Broadcast Venue

Unitholders are not allowed to participate in the meeting at the broadcast venue as the broadcast venue is only meant to facilitate the conduct of the virtual meeting. Unitholders who turn up at the broadcast venue would be requested to leave the venue.

Entitlement to Participate the Meeting

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 16 August 2024 (General Meeting Record of Depositors) shall be eligible to participate at the meeting or appoint proxy(ies) to participate on his/her behalf.

Form of Proxy

Unitholders are encouraged to go online and participate at the meeting using RPEV facilities. If you are not able to participate, you can appoint the Chairman of the meeting as your proxy in the Form of Proxy.

You may download the Form of Proxy from our website at <https://ir2.chartnexus.com/amfirstreit/agm.php>.

Please ensure that the original Form of Proxy is deposited at our Share Registrar's office at Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than forty-eight hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your Form of Proxy by electronic means through BSIP at <https://investor.boardroomlimited.com> to login and deposit your Form of Proxy electronically, also forty-eight hours before the meeting.

Revocation of Proxy



If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the meeting by yourself, please write in to bsr.helpdesk@boardroomlimited.com or via BSIP (as the case maybe) to revoke the earlier appointed proxy forty-eight hours before the meeting.

Online Registration Procedure

Procedure	Action
Before the day of the meeting	
1. Register Online with BSIP	<p><i>[Note: If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none">Access BSIP at https://investor.boardroomlimited.com.Click "Register" to sign up as a user.Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG, or PDF format.You will receive an email from BSIP for email address verification. Click "Verify Email Address" to proceed with the registration.Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click "Request OTP Code" and an OTP code will be sent to the registered mobile number. Click "Enter" to enter the OTP code to complete the process.Your registration will be verified and approved within one business day and an email notification will be provided. You can login to BSIP at https://investor.boardroomlimited.com with the email address and password that you have provided during the registration to proceed with the next step.

ADMINISTRATIVE GUIDE

Procedure	Action
2. Submit Request for Remote Participation	<p>Registration for remote access will be opened at 5:00 p.m. on Friday, 28 June 2024 until the day of the 12th AGM on Friday, 23 August 2024.</p> <p><u>Individual Unitholders</u></p> <ol style="list-style-type: none"> a. Access BSIP at https://investor.boardroomlimited.com using your User ID (registered email address) and Password. b. Select “AmFIRST REAL ESTATE INVESTMENT TRUST 12TH ANNUAL GENERAL MEETING” from the list of Corporate Meetings and click “Enter”. c. Click on “Register for RPEV”. d. Read and accept the General Terms and Conditions by clicking “Next”. e. Enter your CDS Account Number and thereafter submit your request. <p><u>e-Proxy Lodgment</u></p> <ol style="list-style-type: none"> a. Access BSIP at https://investor.boardroomlimited.com using your User ID (registered email address) and Password. b. Select “AmFIRST REAL ESTATE INVESTMENT TRUST 12TH ANNUAL GENERAL MEETING” from the list of Meeting Event and click “Enter”. c. Click on “Submit e-Proxy Form”. d. Read and accept the General Terms and Conditions by clicking “Next”. e. Enter your CDS Account Number and indicate the number of securities. f. Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies). g. Review and confirm your proxy(ies) appointment. Click “Apply”. h. Download or print the e-Proxy Form acknowledgement. <p><u>For Authorised Nominee and Exempt Authorised Nominee</u></p> <ol style="list-style-type: none"> a. <u>Via BSIP</u> <ol style="list-style-type: none"> (i) Login to https://investor.boardroomlimited.com using your User ID and Password from Step 1 above. (ii) Select “AmFIRST REAL ESTATE INVESTMENT TRUST 12TH ANNUAL GENERAL MEETING” from the list of Corporate Meeting and click “Enter.” (iii) Click on “Submit e-Proxy Form”. (iv) Select the company you would like to be represented (if more than one). (v) Proceed to download the file format “Submission of Form of Proxy”. (vi) Prepare the file for the appointment of proxy(ies) by inserting the required data. (vii) Proceed to upload the duly completed Proxy Appointment file. (viii) Review and confirm your proxy(ies) appointment and click “Submit”. (ix) Download or print the e-Proxy Form as acknowledgement.

Procedure		Action
		<p>b. <u>Via Email</u></p> <p>(i) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Unitholder, CDS Account Number accompanied with the Form of Proxy to submit in request.</p> <p>(ii) Please provide a copy of the Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.</p>
3.	Email Notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositors as at 16 August 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p>
On the day of the meeting		
4.	Login to Meeting Platform	<p>a. Login to https://investor.boardroomlimited.com using your User ID and Password from Step 1 above. <i>[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP above.]</i></p> <p>b. Meeting platform will be made available at any time from 9:00 a.m. i.e. one hour before the commencement of the 12th AGM at 10:00 a.m. on 23 August 2024.</p> <p>c. Click into "Meeting Event" and go to "AmFIRST REAL ESTATE INVESTMENT TRUST 12TH ANNUAL GENERAL MEETING" and then click "Join Live Meeting" to join the proceedings of the AGM remotely.</p>
5.	Participate	<p><i>[Note: Questions submitted online via Meeting Platform will be moderated before being sent to the Chairman to avoid repetition. MSWG's questions and answers will be presented during the meeting.]</i></p> <p>a. If you would like to expand the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the meeting, please select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	End of Participation	Upon the announcement by the Chairman on the closure of the meeting, the live webcast will end and the Messaging window will be disabled.

ADMINISTRATIVE GUIDE

Door Gifts

There will be no gifts to be distributed to Unitholders and Proxies who participate at the meeting.

Enquiries

If you have any enquiry on the RPEV facilities (technical assistance) prior to the meeting, please contact the following during office hours from Monday to Friday (8:30 a.m. to 5:30 p.m.):

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

Fax Number : 603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com

Submission of questions before and during the meeting

1. Typed text in the Meeting Platform.
2. Unitholders may submit questions in advance commencing from 28 June 2024 and in any event no later than 10:00 a.m., 20 August 2024 via BSIP at <https://investor.boardroomlimited.com> by logging in and select **“SUBMIT QUESTION”** to pose questions (**Pre-AGM Meeting Questions**).

Personal Data Privacy

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