



AmFIRST

Real Estate Investment Trust

AmFIRST REAL ESTATE INVESTMENT TRUST

[Established in Malaysia under the Trust Deed dated 28 September 2006 (“Original Deed”) (as amended by the First Supplemented, Revised and Restated Trust Deed dated 15 December 2006 (“First Deed”), the Second Restated Deed dated 13 September 2013 (“Second Deed”) and the Third Restated Deed dated 12 June 2020 (“Third Deed” or the “Deed”)) entered into between AmREIT Managers Sdn Bhd and Maybank Trustees Berhad, companies incorporated under the Companies Act, 1965]

**ADMINISTRATIVE GUIDE FOR THE NINTH ANNUAL GENERAL MEETING
OF THE UNITHOLDERS OF AmFIRST REAL ESTATE INVESTMENT TRUST (“AmFIRST REIT”)**

Meeting Platform	:	https://web.lumiagm.com/
Day and Date	:	Wednesday, 7 July 2021
Time	:	10:00 a.m.
Broadcast Venue	:	Symphony Square Auditorium 3A Floor, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Dear Unitholders,

As a precautionary measure amid COVID-19 pandemic, the forthcoming Ninth Annual General Meeting (“**9th AGM**”) of AmFIRST REIT will be conducted fully virtual via the Meeting Platform, as the safety of our Unitholders, Board of Directors, staffs and other stakeholders who will attend the 9th AGM is of paramount importance to us.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a fully virtual AGM, this would facilitate greater Unitholders’ participation as it facilitates Remote Participation Electronic Voting (“RPEV”) virtually. With the RPEV facilities, you may exercise your rights as a Unitholder to participate (including to pose questions to the Board of Directors of the Manager) and vote at the 9th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 9th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 9th AGM 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 website.

1. Annual Report 2021 at <https://ir2.chartnexus.com/amfirstreit/reports.php>
2. Notice of the 9th AGM, Proxy Form 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 us or our service provider at the number/email address provided in the enquiry section of this document. Any request for the printed documents would be forwarded to the requestor within seven (7) market days or from the date of receipt of the verbal or written request, whichever is later.

Broadcast Venue

Unitholders are not allowed to participate in the 9th AGM at the Broadcast Venue as the venue is only meant to facilitate the conduct of the virtual 9th AGM. Unitholders who turn up at the Broadcast Venue would be requested to leave the venue.

Entitlement to Participate in the 9th AGM

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 30 June 2021 (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate and vote on his/her behalf.

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Form(s) of Proxy

Unitholders are encouraged to go online, participate, and vote at the 9th AGM using remote participation and electronic voting facilities. If you are not able to participate, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the proxy form(s).

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

Please ensure that the original form is deposited at our Share Registrar's office not less than forty-eight (48) 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 proxy form(s) by electronic means through the smart investor portal at <https://boardroomlimited.my> to login and deposit your proxy form electronically, also forty-eight (48) hours before the meeting.

Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

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 poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

Steps for registration for remote participation and electronic voting

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal	<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> <ol style="list-style-type: none"> Access website https://boardroomlimited.my Click <<Login>> and 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. Please enter a valid email address and wait for email verification from Boardroom. Your registration will be verified and approved within one (1) business day and an email notification will be provided.




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Steps for registration for remote participation and electronic voting (Contd.)

Procedure	Action
Before the day of the AGM (Contd.)	
2. Submit Request for Remote Participation	<p>Registration for remote access will be opened at 10:00 a.m. on Monday, 31 May 2021. Please note that the closing time to submit your request is at 10:00 a.m. on Monday, 5 July 2021 (forty-eight (48) hours before the commencement of the AGM).</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://boardroomlimited.my using your User ID and Password given above. Select “VIRTUAL MEETING” from main menu and select the correct Corporate Event “AmFIRST REAL ESTATE INVESTMENT TRUST 9TH ANNUAL GENERAL MEETING”. Read and agree to the terms and conditions. Enter your CDS Account Number and thereafter submit your request. <p>Corporate Unitholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com 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. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport in JPEG, PNG or PDF as well as his/her email address.
3. Email Notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified. Upon system verification against the General Meeting Record of Depositors as at 30 June 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration for remote participation is approved, you will receive an email notification from Boardroom with the Meeting ID together with your remote access user ID and password.
On the day of the AGM	
4. Login to Meeting Platform	<ol style="list-style-type: none"> The Meeting Platform will be opened for login one (1) hour before the commencement of the AGM. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> ▶ Scan the QR Code provided in the email notification; ▶ Navigate to the website at https://web.lumiagm.com/ Insert the Meeting ID number and sign in with the user ID and password provided to you via the email notification in Step 3(c).

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Steps for registration for remote participation and electronic voting (Contd.)

Procedure	Action
On the day of the AGM (Contd.)	
5. Participate	<p><i>[Note: Questions submitted online via Meeting Platform will be moderated before being sent to the Chairman to avoid repetition. Minority Shareholder Watchdog Group's questions and answers will be presented during the 9th AGM.]</i></p> <ol style="list-style-type: none"> If you would like to view the live webcast, select the broadcast icon.  If you would like to ask a question during the AGM, please select the messaging icon.  Type your message within the chat box, once completed click the send button.
6. Voting	<ol style="list-style-type: none"> Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. To change your vote, please select another voting direction. If you wish to cancel your vote, please press "Cancel".
7. End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

No Distribution of Door Gifts/Food and Beverages Voucher

There will be no distribution of door gifts and food and beverages voucher to Unitholders.

Enquiries

If you have any enquiries on the RPEV facilities (technical assistance) prior to the AGM, 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