

**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”) and the Second Restated Deed dated 13 September 2013 (“Second Deed”)) entered into between AmREIT Managers Sdn Bhd and Maybank Trustees Berhad, companies incorporated under the Companies Act, 1965]

**Administrative Guide for the Eighth Annual General Meeting  
of the Unitholders of AmFIRST Real Estate Investment Trust (“AmFIRST REIT”)**

<b>Meeting Platform</b>	:	<a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>
<b>Day and Date</b>	:	<b>Monday, 10 August 2020</b>
<b>Time</b>	:	<b>10.00 a.m.</b>
<b>Broadcast Venue</b>	:	<b>Symphony Square Auditorium 3A Floor, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor, Darul Ehsan, Malaysia</b>

Dear Unitholders,

As a precautionary measure amid Covid-19 pandemic, the forthcoming Eighth Annual General Meeting (“8th AGM”) of AmFIRST REIT will be conducted virtually via the Meeting Platform, as the safety of our Unitholders, Board of Directors, staffs and other stakeholders who will attend the 8th 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 Virtual Meeting 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 8th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 8th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 8th 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 of the 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 2020 at <http://ir2.chartnexus.com/amfirstreit/reports.php>.
2. Notice of the 8th AGM, Proxy Form and Administrative Guide at <http://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.

# Administrative Guide for the Eighth Annual General Meeting

## **Broadcast Venue**

Unitholders are not allowed to participate in the 8th AGM at the Broadcast Venue as the venue is only meant to facilitate the conduct of the virtual 8th AGM. Unitholders who turn up at the Broadcast Venue would be requested to leave the venue.

## **Entitlement to Participate the 8th AGM**

In respect of deposited securities, only Unitholders whose names appear on the Record of Depositors on 30 July 2020 (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate and vote on his/her behalf.

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

Unitholders are encouraged to go online, participate, and vote at the 8th 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).

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.

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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 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](mailto: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
<b>Before the day of the AGM</b>	
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"> <li>Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&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.</li> <li>Your registration will be verified and approved within one business day and an email notification will be provided.</li> </ol>

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Procedure	Action
<b>Before the day of the AGM</b>	
<p>2. Submit Request for Remote Participation</p>	<p>Registration for remote access will be opened at 10.00 a.m. on Tuesday, 30 June 2020. Please note that the closing time to submit your request is at 10.00 a.m. on Saturday, 8 August 2020 (48 hours before the commencement of the AGM).</p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event “<b>Virtual AGM</b>”.</li> <li>Enter your CDS Account.</li> <li>Read and agree to the terms &amp; condition 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.</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.</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>3. Email Notification</p>	<ol style="list-style-type: none"> <li>You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</li> <li>Upon system verification against the General Meeting Record of Depositories as at 30 July 2020, 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.</li> </ol>

# Administrative Guide for the Eighth Annual General Meeting

Procedure		Action
<b>On the day of the AGM</b>		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> <li>▶ Download the free <b>LUMI AGM</b> application from Apple App Store or Google Play Store;</li> <li>▶ Scan the QR Code provided in the email notification;</li> <li>▶ Navigate to the website at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></li> </ul> <p>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.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, please select the broadcast icon. </p> <p>b. If you would like to ask a question during the AGM, please select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Voting	<p>a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, please select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
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.

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## **No Distribution of Door Gifts, Food and Beverages**

There will be no distribution of food voucher or door gift to Unitholders.

## **Enquiry**

If you have any enquiries on LUMI AGM 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](mailto:bsr.helpdesk@boardroomlimited.com)

## **Mode of Communication of the virtual AGM**

- 1) Typed text in the Meeting Platform
- 2) E-mail questions to [rahman-joned@ambankgroup.com](mailto:rahman-joned@ambankgroup.com) prior to Meeting.

## **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.