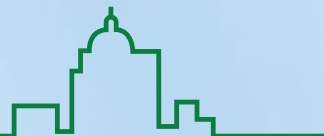




12th | **ANNUAL
GENERAL
MEETING**
ADMINISTRATIVE GUIDE



**FOR PARTICIPATION AT THE
TWELFTH ANNUAL GENERAL
MEETING (12TH AGM) OF AXIS
REAL ESTATE INVESTMENT
TRUST (AXIS-REIT) WHICH IS TO
BE HELD ON A VIRTUAL BASIS**

**12TH
ANNUAL
GENERAL MEETING**



BROADCAST VENUE

Boardroom
Penthouse, Menara Axis
No. 2, Jalan 51A/223
46100 Petaling Jaya
Selangor Darul Ehsan
Malaysia



DATE & TIME

Thursday
25 April 2024
10.00 a.m.
(Malaysia time)

ADMINISTRATIVE GUIDE FOR UNITHOLDERS

1. Message to the Unitholders

The 12th AGM, scheduled to be held on Thursday, 25 April 2024, will be a virtual event to be conducted via remote participation and electronic voting (RPEV) facilities, in accordance with the Guidance Note on the Conduct of General Meetings for Listed Issuers (Guidance) issued by the Securities Commission Malaysia (SC).

All Unitholders are invited to participate in the 12th AGM of Axis-REIT via remote participation and cast their votes through electronic voting facilities, procedures of which are detailed in the ensuing pages of this Administrative Guide.

The venue of the meeting will be the broadcast venue where the Chairman of the 12th AGM will preside, as prescribed by the SC pursuant to its Guidance, which complies with the provisions of the SC's Guidelines on Listed Real Estate Investment Trusts. Premised on the same, the 12th AGM also complies with the Fourth Principal Deed dated 17 January 2020 of Axis-REIT.

2. Documents available online

Unitholders may access <https://www.axis-reit.com.my/investor/agm.php> to view and/or download the following documents in digital format:

- Integrated Annual Report 2023
- Notice of 12th AGM
- Instrument of Proxy

Any Unitholder who wishes for a printed copy of any of the documents listed above, should submit their request online by emailing to the Investor Relations Department of Axis REIT Managers Berhad, the management company of Axis-REIT (Manager) at info@axis-reit.com.my and must provide all required information accurately i.e. (i) full name of Unitholder; (ii) NRIC/Passport/Registration number; (iii) CDS account number; (iv) full mailing address; and (v) contact/mobile number.

You are strongly encouraged to save paper and go digital in preserving our environment, before making any request for printed copies.

3. Unitholders' Entitlement to Participate and Vote

Only a depositor whose name appears in the Record of Depositors (ROD) of Axis-REIT as at **18 April 2024** shall be regarded as a Unitholder and entitled to attend, speak and vote at the 12th AGM or appoint proxy(ies) to attend and vote on his/her behalf.

In accordance with the SC's Guidance, there will only be a limited number of essential individuals, including the Chairman of the 12th AGM, who will be physically present at the broadcast venue in order to facilitate the conduct of the virtual 12th AGM.

All other Unitholders and authorised participants will need to leverage the RPEV facilities in order to participate in the 12th AGM, view a live webcast of the 12th AGM, ask questions online (in the form of real-time submission of typed-texts) and cast their votes on real time basis, without being physically present at the 12th AGM.

For those Unitholders who wish to submit their questions in relation to the Agenda of the 12th AGM, may do so by emailing to agm2024@axis-reit.com.my (which will be opened from 25 March 2024 until the cut-off on Tuesday, 23 April 2024 at 10.00 a.m. (Malaysia time)). The responses to the questions will be addressed at the 12th AGM itself. In order for us to process your questions, you are required to furnish the required information accurately i.e. (i) full name of Unitholder; (ii) NRIC/Passport/Registration number; (iii) CDS account number; and (iv) contact/mobile number, in your email along with your questions.

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4. Submission of Instrument of Proxy

Unitholders who are unable to participate in the 12th AGM via the RPEV facilities, may appoint proxy(ies) to attend and vote on their behalf. The proxy instructions are clearly indicated in the notes to the Notice of the 12th AGM and the Instrument of Proxy. You are required to read the proxy instructions carefully before executing the Instrument of Proxy.

Individual Unitholders can appoint the Chairman of the meeting as their proxy to cast their votes on their behalf, if they anticipate that they will be unable to participate remotely at the 12th AGM.

The **original** Instrument of Proxy, duly completed, dated and signed, must be deposited at the office of the Registrars at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, not less than 48 hours before the time fixed for the 12th AGM i.e. **latest by 10.00 a.m. (Malaysia time) on Tuesday, 23 April 2024**, failing which, we will not be able to process your Instrument of Proxy. Please take note that facsimile or soft copy of the Instrument of Proxy will be disregarded.

5. Voting Procedures

5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (Bursa Securities). Boardroom Share Registrars Sdn Bhd is the appointed Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and KPMG Management & Risk Consulting Sdn Bhd will be the Independent Scrutineers to verify the poll results.

5.2 For the purposes of this 12th AGM, e-Voting will be carried out via the following voting devices:

- Mobile phones;
- Tablets; **or**
- Laptops.

5.3 There are 2 methods for Unitholders and proxies who wish to use their personal device to vote.

The methods are:

- Using QR Scanner Code given in the email which you received upon registration; **or**
- Using website URL <https://meeting.boardroomlimited.my>

5.4 During the proceedings, the Chairman of the meeting will invite the Poll Administrator to brief on the e-Voting rules. The polling will then commence upon the Chairman having announced for it to be open and until such time when the Chairman announces the closure of the poll.

5.5 Upon conclusion of the polling session, the Independent Scrutineers will verify and announce the poll results. Thereafter, the Chairman will declare whether the resolutions put to vote at the meeting were successfully carried or not.

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6. Remote Participation and Electronic Voting

Please note that the RPEV facilities are available to the following for the purposes of participating and voting at the 12th AGM remotely:

- Individual Unitholders;
- Corporate Unitholders;
- Authorised Nominees; and
- Exempt Authorised Nominees.




Unitholders and proxies will also be able to view a live webcast of the 12th AGM proceedings, ask questions (in the form of real-time submission of typed-texts) during the Q&A session and submit votes in real-time whilst the meeting is in progress.

Unitholders who are unable to participate in the 12th AGM remotely, are encouraged to appoint the Chairman of the meeting to vote on their behalf.

Kindly refer to the following steps on how to access and use the RPEV facilities:

<p>STEP 1</p>	<p>Register Online with Boardroom Smart Investor Portal (BSIP) (for first time registration only) <i>[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2]</i></p> <ol style="list-style-type: none"> Access BSIP website https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Complete registration and upload softcopy of MyKAD (front and back) or Passport. Click <<Verify Email Address>> from the email received to continue with the registration. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click <<Request OTP Code>> and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click <<Enter>> to complete the process. Your registration will be verified and approved within 1 business day and an email notification will be provided to you.
<p>STEP 2</p>	<p>Submit Request for Remote Participation User ID and Password <i>[Note: The registration for remote access will be opened on 1 March 2024]</i></p> <p>Individual Unitholders:</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select <<AXIS REAL ESTATE INVESTMENT TRUST TWELFTH (12TH) ANNUAL GENERAL MEETING>> from the list of Meeting Event(s) and click <<Enter>>. Click <<Register for RPEV>>. Read and accept the General Terms & Conditions and click <<Next>>. Enter your CDS Account Number and thereafter submit your request. <p>Corporate Unitholders:</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Unitholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or executed Instrument of Proxy to submit the request. <i>Important note: the <u>original</u> Instrument of Proxy must also be deposited at the office of the Registrars in order to be valid.</i> Corporate Unitholder must also provide a copy of the Corporate Representative's MyKAD (front and back) as well as his/her email address. Read and agree to the terms and conditions and thereafter submit your request.

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<p>STEP 2</p>	<p>Authorised Nominees and Exempt Authorised Nominees:</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Unitholder, CDS Account Number accompanied with the executed Instrument of Proxy to submit the request. <i>Important note: the <u>original</u> Instrument of Proxy must also be deposited at the office of the Registrars in order to be valid.</i> Authorised nominee and exempt authorised nominee must also provide a copy of the Proxy Holder's MyKAD (front and back) as well as his/her email address (if Chairman is not the appointed proxy). Read and agree to the terms and conditions and thereafter submit your request. <p>Upon successful submission:</p> <ol style="list-style-type: none"> You will receive a notification from Boardroom that your request has been received and is being verified. Upon system verification against the ROD of 12th AGM, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved. Please note that the closing time to submit your request is at 10.00 a.m. (Malaysia time) on 23 April 2024 (48 hours before the 12th AGM).
<p>STEP 3</p>	<p>Access the Virtual Meeting Portal <i>[Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users]</i></p> <ol style="list-style-type: none"> The Virtual Meeting Portal will be opened 1 hour before the commencement of the 12th AGM at 9.00 a.m. (Malaysia time) on 25 April 2024 which can be accessed via one of the following methods:- <ul style="list-style-type: none"> Scan the QR Code provided in the email notification; or Navigate to the website at https://meeting.boardroomlimited.my Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 2 above.
<p>STEP 4</p>	<p>Participate in the 12th AGM <i>[Note: Please follow the User Guide provided in the confirmation email above to view the live webcast, submit questions and vote. Questions submitted online will be moderated before being sent to the Chairman/panelist(s) to avoid repetition]</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 12th AGM, select the messaging icon.  Type your message within the chat box. Once completed click the send button.
<p>STEP 5</p>	<p>Online Remote Voting Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. </p> <p>To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>To change your vote, simply select another voting direction.</p> <p>If you wish to cancel your vote, please press "Cancel".</p>
<p>STEP 6</p>	<p>End of Participation</p> <ol style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the meeting, the live webcast will end and the Messaging window will be disabled. You can then logout from the virtual meeting platform.

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7. Additional Information

7.1 Door Gifts

There will be no door gift(s) for Unitholders/Corporate Representatives/Proxies who participate in the 12th AGM via the RPEV facilities.

7.2 Participation in the Q&A Session at the 12th AGM

Unitholders, having logged in using the RPEV facilities, can participate in the 12th AGM by submitting their questions (in the form of real-time submission of typed-texts) which are related to the Agenda of the 12th AGM. Please refer to STEP 4 above.

7.3 During the 12th AGM proceedings

No recording or photography of any form is allowed at and during the entire proceedings of the virtual 12th AGM.

7.4 Enquiry(ies)

For any enquiries regarding the virtual 12th AGM of Axis-REIT, you may, during office hours, contact:

(a) Boardroom Share Registrars Sdn Bhd

- *For Unitholders'/proxies' enquiries*
- *For assistance relating to the RPEV facilities*

Tel No. : 603 7890 4700

Fax No. : 603 7890 4670

Email : bsr.helpdesk@boardroomlimited.com

(b) Axis REIT Managers Berhad (Investor Relations Department)

- *For Unitholders' enquiries*

Tel No. : 603 7958 4882

Fax No. : 603 7957 6881

Email : info@axis-reit.com.my

7.5 Personal Data Privacy

By registering for the RPEV facilities and/or submitting the Instrument of Proxy appointing a proxy and/or representative, the Unitholder is deemed to have consented to the use of such data provided/submitted for the purposes of processing and administration by the Manager (or the appointed agents of Axis-REIT) in compliance with any laws, listing rules, regulations and/or guidelines applicable to the 12th AGM of Axis-REIT.

7.6 Communication Guidance

Unitholders are advised to monitor the announcement(s) of Axis-REIT on Bursa Securities website or Axis-REIT corporate website at www.axis-reit.com.my for changes/updates to the virtual 12th AGM arrangements (if any).