

ADMINISTRATIVE GUIDE

PAVILION

REAL ESTATE INVESTMENT TRUST

(Established in Malaysia under the First Amended and Restated Deed dated 18 February 2019 entered into between MTrustee Berhad [198701004362 (163032-V)] and Pavilion REIT Management Sdn Bhd [201101011359 (939490-H)])

ADMINISTRATIVE GUIDE FOR THE UNITHOLDERS OF PAVILION REIT ON THE TENTH ANNUAL GENERAL MEETING (“10TH AGM”)

Day & Date of 10 th AGM	:	Wednesday, 30 March 2022
Time of 10 th AGM	:	10.00 a.m.
Meeting Platform	:	https://tiih.online
Broadcast Venue	:	The Crescent, Level 7 Pavilion Hotel Kuala Lumpur Managed by Banyan Tree 170, Jalan Bukit Bintang 55100 Kuala Lumpur Malaysia

1. MODE OF MEETING

As part of the safety measures to curb the spread of Covid-19 and taking into consideration the paramount safety and well-being of unitholders of Pavilion REIT (“Unitholders”), the 10th AGM of Pavilion REIT will be conducted on a virtual basis through live streaming from broadcast venue and online remote voting.

Unitholder(s) or proxy(ies) or corporate representative(s) or attorney(s) WILL NOT BE ALLOWED to attend the 10th AGM in person at the broadcast venue on the day of the meeting.

Unitholders are advised to check the Management Company’s website at <http://www.pavilion-reit.com/Web/Home.aspx> and announcements from time to time for any changes to the administration of the 10th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, Securities Commission Malaysia and/or other relevant authorities.

2. REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Unitholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 10th AGM via RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV set out below.

A unitholder who has appointed a proxy(ies) or corporate representative(s) or attorney(s) at this 10th AGM via RPV must request his/her proxy(ies) or attorney(s) or corporate representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to Procedure for RPV set out below.

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3. PROCEDURES FOR RPV

Unitholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 10th AGM remotely via RPV are to follow the requirements and procedures as summarized below:

Procedure	Action
BEFORE THE 10TH AGM DAY	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from Monday, 28 February 2022 until the day of 10th AGM on Wednesday, 30 March 2022. Unitholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 10th AGM to ascertain their eligibility to participate the 10th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) PAVILION REIT 10TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 23 March 2022, the system will send you an e-mail on or after 28 March 2022 to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 10th AGM remotely).</i></p>

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Procedure		Action
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	Login with your user ID and password for remote participation at the 10th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the AGM on Wednesday, 30 March 2022 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) PAVILION REIT 10TH AGM” to engage in the proceedings of the 10th AGM remotely. <p>If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the 10th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p>
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 30 March 2022 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) PAVILION REIT 10TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	Upon the announcement by the Chairman on the closure of the 10th AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

4. GENERAL MEETING OF RECORD OF DEPOSITORS

Only unitholders registered in the Record of Depositors as at 23 March 2022 shall be entitled to participate in the 10th AGM via RPV or appointed proxy(ies) or corporate representative(s) or attorney(s) to participate and/or vote via online remote voting on his/her behalf.

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5. APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY

The original proxy form must be deposited at the Registered Office of the Manager of Pavilion REIT i.e. Pavilion REIT Management Sdn Bhd either by hand or by post at 6-2, Level 6, East Wing, Menara Goldstone (Holiday Inn Express), No. 84, Jalan Raja Chulan, 50200 Kuala Lumpur not later than **Monday, 28 March 2022 at 10.00 a.m.** being 48 hours before the time appointed for holding the meeting or any adjournment thereof.

Please ensure ALL particulars as required in the proxy form are completed, signed and dated accordingly.

If a unitholder is not able to participate the 10th AGM via RPV, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

A unitholder who is entitled to attend via RPV at the 10th AGM is entitled to appoint not more than 2 proxies to participate instead of him. A proxy need not be a unitholder. Where a unitholder appoints 2 proxies, the appointments shall be invalid unless he specifies the proportions of his holding (expressed as a percentage of the whole) to be represented by each proxy.

If the unitholder has submitted his/her proxy form and subsequently decided to personally participate in the 10th AGM via RPV, the unitholder shall proceed to contact the officer of Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") with the details set out in item 9 below to revoke the appointment of his/her proxy not later than Monday, 28 March 2022 at 10.00 a.m.

Where a unitholder is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, it may appoint not more than 2 proxies in respect of each securities account it holds in units standing to the credit of the said securities account. Where a unitholder appoints 2 proxies, the appointments shall be invalid unless it specifies the proportions of its holdings (expressed as a percentage of the whole) to be represented by each proxy.

In respect of nominee companies registered as unitholders, the beneficiary of the units held under a Nominee Company's CDS account who wishes to participate the 10th AGM via RPV can request his/her Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 10th AGM. The Nominee Company must deposit the original proxy form at the Registered Office of the Manager of Pavilion REIT i.e. Pavilion REIT Management Sdn Bhd at 6-2, Level 6, East Wing, Menara Goldstone (Holiday Inn Express), No. 84, Jalan Raja Chulan, 50200 Kuala Lumpur not later than Monday, 28 March 2022 at 10.00 a.m.

Corporate unitholders (through Corporate Representatives and excluding nominee companies) that wish to appoint a representative (whether a unitholder or not) as its proxy to participate the 10th AGM via RPV must deposit their original certificate of appointment of corporate representative at the Registered Office of the Manager of Pavilion REIT i.e. Pavilion REIT Management Sdn Bhd at 6-2, Level 6, East Wing, Menara Goldstone (Holiday Inn Express), No. 84, Jalan Raja Chulan, 50200 Kuala Lumpur not later than Monday, 28 March 2022 at 10.00 a.m.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Registered Office of the Manager of Pavilion REIT i.e. Pavilion REIT Management Sdn Bhd either by hand or by post at 6-2, Level 6, East Wing, Menara Goldstone (Holiday Inn Express), No. 84, Jalan Raja Chulan, 50200 Kuala Lumpur not later than Monday, 28 March 2022 at 10.00 a.m. to participate via RPV in the 10th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

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6. POLL VOTING

The voting at the 10th AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Bursa Malaysia Securities Berhad Main Market Listing Requirements. Pavilion REIT has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Asia Securities Sdn Berhad as Scrutineers to verify the poll results.

Unitholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 10.00 am on Wednesday, 30 March 2022 and before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 10th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

7. PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Unitholders may submit questions for the Board in advance of the 10th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Monday, 28 March 2022 at 10.00 a.m.** The Board will endeavour to answer the questions received at the 10th AGM.

8. DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 10th AGM.

9. ENQUIRY

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

Tricor Investor & Issuing House Services Sdn Bhd

General Line	:	+603-2783 9299
Fax Number	:	+603-2783 9222
Email	:	is.enquiry@my.tricorglobal.com
Contact persons	:	Encik Amier Arief Hamdan +603-2783 9250 (Amier.Arief@my.tricorglobal.com) Mr Eric Low +603-2783 9267 (Eric.Low@my.tricorglobal.com)