

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 DETAILS FOR UNITHOLDERS ATTENDING THE 11TH ANNUAL GENERAL MEETING ("THE MEETING")

Date : Wednesday, 22 March 2023
Time : 10.00 a.m.
Venue : Pavilion Ballroom, Level 7,
Pavilion Hotel Kuala Lumpur Managed by Banyan Tree
170, Jalan Bukit Bintang
55100 Kuala Lumpur
Malaysia

REGISTRATION

1. Registration will start at **8.00 a.m.** The unitholders are requested to be punctual.
2. Please produce your **ORIGINAL Identity Card ("IC")** or **Passport (for foreigners)** during registration for verification. **No photocopy of IC or Passport will be accepted.**

After registration and signing on the Attendance List, please vacate the registration area and proceed to the meeting hall.

3. After verification and registration, you will be given a wristband. If you are attending the Meeting as a unitholder as well as proxy, you will be registered once and will only be given one wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the wristband.

There will be no replacement in the event that you lose or misplace the wristband.

4. Please note that you will not be allowed to register on behalf of another person, even with the original IC or Passport of that other person.
5. Food voucher will be distributed upon registration on the basis of one voucher for one unitholder/proxy.

HELP DESK

6. The registration counters will only handle verification of the identity of the unitholder/proxy and his/her unitholdings. If you have other queries or need clarification relating to registration, please proceed to the Help Desk.
7. The Help Desk will also handle revocation of proxy appointments.

PARKING

8. Parking will be complimentary

DOOR GIFT

9. There will be no door gift given to unitholders who attend the Meeting.

REFRESHMENT

10. Food can be redeemed after Meeting at designated counter. It will be given on “per head” basis.

Each unitholder and/or proxy attending the Meeting in person will be entitled for only one (1) food pack. Where a unitholder and/or proxy is also appointed as proxy for different unitholders to attend the AGM, he/she will only be entitled to one (1) food pack regardless of the number of unitholders he/she is representing.

ENTITLEMENT TO ATTEND

11. For the purpose of determining the unitholders who shall be entitled to attend the Meeting, the Company will be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors (“ROD”) as at 15 March 2023.

Only unitholders whose names appear on the ROD as at 15 March 2023, shall be entitled to attend and vote at the AGM or appoint proxy(ies) to attend and vote on their behalf.

12. A unitholder who is entitled to attend at the Meeting is entitled to appoint not more than 2 proxies to attend on his behalf. 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.
13. The Proxy Form shall be deposited at the registered office of 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 20 March 2023 at 10.00 a.m., being 48 hours before the time appointed for holding the Meeting or any adjournment thereof.
14. If you wish to attend the Meeting yourself, please do not submit any Proxy Form for the Meeting. You will not be allowed to attend the Meeting together with the proxy appointed by you i.e. you will attend as unitholder for all the CDS accounts registered under your name. You are not allowed to attend as unitholder for certain CDS accounts registered under your name and appoint proxies for balance CDS accounts.
15. If you have submitted your Proxy Form prior to the Meeting and subsequently decided to attend the Meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy before registration.

ENQUIRY

16. If you have any enquiry(ies) relating to the Meeting, please contact the Registrar as follows during office hours (9.00 a.m. to 5.00 p.m.) from Monday to Friday.

Tricor Investor & Issuing House Services Sdn Bhd
[Registration No.: 197101000970 (11324-H)]
Unit 32-01, Level 32, Tower A
Vertical Business Suite
Avenue 3, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Telephone Number : 603 27839299